



Derby City Council

Determined Admission Arrangements for School Entry in 2022-2023

Peoples Services, The Council House, Corporation Street, Derby, DE1 2FS
derby.gov.uk

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Important Information

Admission Arrangements

Admission Authorities must set (determine) admission arrangements by 28 February every year, **even if they have not changed from previous years and a consultation has not been required**. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements (except where the change is an increase to a school's published admission number or is made to comply with mandatory requirements of the School Admissions Code).

If no changes are made to admission arrangements, they must be consulted on at least every 7 years.

The following schools confirmed to the Local Authority that they **are not** changing their existing arrangements, therefore were not required to consult.

- Akaal Primary School
- Allenton Primary Academy
- Allestree Woodlands School
- Ashwood Spencer Academy
- Bishop Lonsdale CofE Primary Academy
- Breadsall Hilltop Primary School
- City of Derby Academy
- Derwent Primary School
- Landau Forte Academy
- Pear Tree Community Junior School
- Ravensdale Junior School
- Shelton Junior School
- Catholic Schools (Saint Benedict, St Albans Primary, St George Primary, St John Fisher Primary, St Joseph's Primary, St Mary's Primary)
- The Harmony Trust Schools (Alvaston Junior Academy, Ashcroft Primary, Carlyle Infant School, Cavendish Close Junior, Cottons Farm Primary, Hackwood Primary, Lakeside Primary School, Reigate Primary, Village Primary)
- Odyssey Collaborative Trust (Asterdale Primary, Beaufort Primary, Borrow Wood Primary, Cherry Tree Primary, Portway Junior, Springfield Primary)
- Zaytouna Primary School
- UTC Derby Pride Park

For schools who did not confirm if they are changing their admission arrangements, or that they will remain the same were formally notified by the Council that if, they were proposing to change the arrangements they must consult independently in line with paragraphs 1.43 to 1.50 of the School Admissions Code –see link below.

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DFE-00013-2012.pdf> Please contact the Headteacher or Principal of these schools directly to request further information and/or a copy of the admission arrangements for 2021-2022.

Objections to admission arrangements for entry in September 2022 **must** be referred to the Schools Adjudicator by **15 May 2022**. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator at <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

- For more information contact Lisa Sansum, Commissioning Manager – School Admissions, Derby City Council.

Tel: 01332 642727 Email: lisa.sansum@derby.gov.uk

Consultation on changes to school admission arrangements for Derby City schools took place in Derby from 16 October 2020 until 23 November 2020 to allow parents, other schools, religious authorities, and the local community to raise any concerns about proposed admission arrangements.

Schools that consulted on their admissions arrangements are listed in the table below:

School Name
Arboretum Primary School
Chellaston Academy
Chellaston Junior School
Grampian Primary School
Hardwick Primary School
Lees Brook School
The Bemrose School
The West Park Academy
Wyndham Primary Academy

AKAAL PRIMARY SCHOOL



ADMISSION ARRANGEMENTS 2022

1 The admission authority for the Akaal Primary School is the Akaal Academy Trust Derby (the Trust). In drawing up these arrangements, the Trust has followed the requirements of paragraphs 2.25 to 2.39 of the school's funding agreement and the statutory guidance in the School Admissions Code and School Admission Appeals Code. You can find the School Admissions Code online at: www.gov.uk/government/publications/school-admissions-code--2 and the School Admissions Appeals Code at: <https://www.gov.uk/government/publications/school-admissions-appeals-code>. The arrangements were determined by the Trust on 10th December 2020.

ADMISSION NUMBER

2 Akaal Primary School will have the following published admission number for the school year 2022/23 and subsequent years:

- 60 pupils in the Reception Year (Foundation Stage 2)

3 The Trust will consider all applications for places at Akaal Primary School. Where 60 or fewer applications are received, we will offer places to all those who have applied.

4 Where more than 60 applications are received, up to 50% of places (30) will be available to children who are practising members of the Sikh faith. The remaining places will be available to children from any faith or none.

APPLICATIONS TO THE RECEPTION YEAR (age 4+)

Process of application

5 You make applications for places in the Reception Year at the school through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

6 Akaal Primary School will use Derby City Council's timetable for admissions. Parents living in the Derby local authority area can apply online through Derby City Council's website: <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>. You can also apply by telephone, or ask for a paper application form, by telephoning 01332 642730. Parents resident in other areas must apply through the local authority in which they live. Late applications will be considered after on-time applications and will be considered under the same admissions criteria if places are still available.

7 Parents who wish to request Sikh faith places for their children (see *paragraph 26*), must complete the Common Application Form (CAF). They must also

complete and sign a supplementary information form. The form also needs to be signed by the President or Secretary of the Gurdwara that the child normally attends to confirm the faith information it contains. The supplementary information form can be downloaded from the school's website or obtained from the school. It must be sent directly to the Akaal Academy Trust Derby at the school.

8 The school will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either option should contact the school to discuss the arrangements, preferably before applying

9 The school will normally admit pupils in to the designated year group for their age. The Trust will, however, consider applications from summer-born children (born after 1 April) to begin school in Year R in the following September when they are five, rather than with their designated age group. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the school to discuss the implications of this arrangement before applying. Each application will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a conclusion, the school will consider a range of evidence, including that provided by the parent, and take account of:

- the parent's views
- any available 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
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

Catchment area

10 Akaal Primary School does not have a designated catchment area.

Oversubscription criteria for the Reception Year

11 Where the number of applications for admission is greater than the published admissions number, the Trust will split the applications in two categories: Sikh faith places and community places. The Trust will consider the applications in each category according to the oversubscription criteria set out below.

12 If the school is oversubscribed overall but there are 30 or fewer Sikh faith applications, all the children seeking Sikh faith places will be admitted and the school will fill all of its remaining places using the criteria for community places.

13 If the school is oversubscribed overall and there are more than 30 applications for Sikh faith places, 30 places will be allocated using the Sikh faith criteria. All other applications taken together will then be considered using the criteria for community places, taking no account of any child's faith.

14 In each category Akaal Primary School will first accept all children with an education, health and care (EHC) plan (*Children and Families Act 2014*) that names the school.

15 After the admission of children with an EHC plan or a statement, the criteria below will be applied for the remaining places in each category, in the order in which they are set out:

Criteria for Sikh faith places

(up to 30 places)

1 Children of the Sikh faith who are looked after, or were previously looked after (*see paragraphs 27-31*).

2 Sikh children who are siblings of pupils on the roll of the school at the time of the application (*see paragraphs 32-34*).

3 Sikh children of a member of staff of the school who has been employed at the school for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage (*see paragraph 35*).

4 Sikh children who live nearest to the school measured by the straight-line distance from the school's main entrance to the child's home (*see paragraphs 36-38*).

Criteria for community places

(remaining places)

1 Children of any faith or none who are looked after, or were previously looked after (*see paragraphs 27-31*).

2 Children of any faith or none who are siblings of pupils on the roll of the school at the time of the application (*see paragraphs 32-34*).

3 Children of any faith or none of a member of staff of the school who has been employed at the school for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage (*see paragraph 35*).

4 Children of any faith or none who live nearest to the school measured by the straight-line distance from the school's main entrance to the child's home (*see paragraphs 36-38*).

16 In the event of more applications than places under criteria 2 or 3 above, in either category, children living nearest to the school have priority, using criterion 4.

17 In the event that two or more children under criterion 4 in either category live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

APPLICATIONS FROM UK SERVICE PERSONNEL

18 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address or quartering area address for admissions purposes for a service child.

ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR

19 The school will consider all applications to year groups in which the school provides education and, if the year group applied for has a place available, will admit the child. If there are more applications than places then the oversubscription criteria in paragraph 15 will be used to decide who should be offered places. You can apply online at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>. You can also apply by telephone, or ask for a paper application form, by telephoning 01332 642728.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

20 The school will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the school to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the school will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available 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
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

OPERATION OF WAITING LISTS

21 The school will operate a waiting list for each year group until 31 December for each year group in which the school provides education. The list will be maintained by the school and, if an application for admission is unsuccessful, the child's name will automatically be placed on the waiting list for the relevant year group.

22 Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out above in paragraph 15. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time the child has been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new application or someone leaves the waiting list. You will need to inform the school of your new address and any other new contact details if you move house while on the waiting list.

RIGHT OF APPEAL

23 The parents of all children who are unsuccessful in gaining a place have a right of appeal to an Independent Appeal Panel. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the school.

FAIR ACCESS PROTOCOL

24 The Akaal Primary School will participate fully with the Derby City local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

CONCERNS ABOUT APPLICATIONS

25 As the admission authority for the school, the Trust has the right to investigate any concerns we have about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provide intentionally misleading information, such as a false address. We reserve the right to check any information provided so we can apply the oversubscription criteria accurately and fairly.

DEFINITIONS

Sikh faith

26 *Members of the Sikh faith recognise the existence of one immortal being and have a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib. They*

have no allegiance to any other faith. This will be confirmed on the supplementary information form signed by a parent, and countersigned by the President or Secretary of the Gurdwara the child normally attends.

Looked after children

27 *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.*

28 *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).*

29 *Previously looked after children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).*

30 *Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*

31 *Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Siblings

32 *A sibling is defined as:*

- *a natural brother or sister resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters; but not including cousins, nieces or nephews)*
- *any child in the household where the parent of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.*

33 *In the case of twins or other children from multiple births and where only one place is available, the applications will be considered together as one application. The school will then exceed its published admission number, including in infant classes, where it would be an exception to the infant class size limit.*

34 *In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be*

considered together as one application. The school will then exceed its published admission number, except in infant classes, where the infant class size limit still applies and only one place would be offered.

Staff

35 Staff means an employee of the Akaal Academy Trust (Derby) who is deployed for the majority of their working time for the Trust at Akaal Primary School.

Distance and home address

36 The school uses the Derby City Council measuring system, measuring in a straight line (as the crow flies) from the centre of the child's home address to the school's main entrance in Grange Avenue, Derby using the national Ordnance Survey set points.

37 The home address is the residential address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the Education Act 1996. This is normally the parent who receives child benefit. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

38 In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the school. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.



Supplementary information form for Sikh faith admissions – September 2022

*Please return this form to the school.
It must be signed by a parent and
countersigned by an official representative
of your Gurdwara.*

Admissions
Akaal Primary School
Grange Avenue
DERBY
DE23 8DG

1. The first page of the form asks for the child's details so we can match them to an application made on a Common Application Form.
2. The second page asks the parent confirm that the child has been brought up within the Sikh faith. It should be signed by a parent. The second page of the form also asks for confirmation of the child's faith from a Gurdwara. It is the responsibility of the parent/carer to arrange for the form to be countersigned and returned on time.
3. Please complete a **separate form for each child** you wish to be admitted.

CHILD'S DETAILS

Child's first name:

Child's middle name(s):

Child's surname/last name:

Child's address:

Postcode

Child's date of birth:

The school reserves the right to verify the accuracy of the information provided in all sections of this form. If it is subsequently discovered that a place has been offered on the basis of inaccurate or false information, the place may be withdrawn.



FAITH DECLARATION

I confirm the child has been brought up to believe in the teachings of the ten Sikh gurus and Guru Granth Sahib, and that he or she attends a Gurdwara.

Name of Gurdwara the child normally attends:

Declaration by parent (only one parent need sign)

I confirm that the information given above is correct.

Signature:

Date:

FAITH CONFIRMATION

To be completed by the President or Secretary of a Gurdwara

Name of Gurdwara the child normally attends:

Address of the Gurdwara:

Postcode

Name of President or Secretary at the Gurdwara
verifying the information provided by the parent

Declaration by the President or Secretary of the Gurdwara named above

I confirm that the information given above by the parent is correct.

Signature:

Date:

ADMISSIONS TO SIXTH FORM

Allestree Woodlands School is an Academy School for students aged 11-18 with enhanced resource facilities for Hearing Impaired students.

Applications for a place at Allestree Woodlands School Sixth Form should be made by completing our application form which can be found on our website.

A prospectus containing information about our Sixth Form for prospective students and families, alongside further transition information is available on our Online Sixth Form Open Evening Event.

Entry requirements for the Sixth Form are as follows:

1. The course is available
2. Space is available in the subject groups at the specified examination level.
3. The candidate meets the course requirements for the subject. Basic entry requirements for acceptance into the Sixth Form to study A Levels are a minimum of 5 grade 5s at GCSE, including English and Maths.
4. For students wishing to study Level 3 BTEC Health and Social Care, a Level 2 pass in this subject is required.
5. Where appropriate, special consideration will be given to contextual factors that may have impacted on previous performance (e.g. bereavement, family issues, personal illness).

Details are given in the Sixth Form Prospectus and Curriculum Booklet issued annually.

All candidates who meet the criteria outlined above and in our annual prospectus will be, under normal circumstances, invited to an interview with a member of our Sixth Form team to discuss their chosen course options.

Sixth Form students at Allestree Woodlands Sixth Form are leaders of the school community. Successful applicants will be expected to demonstrate the CORE values of the school, display high standards of behaviour and have excellent punctuality and attendance.

In the event of over-subscription of candidates meeting the requirements for entry to the Sixth Form or particular Sixth Form courses, any surplus places after allocation to transferring internal pupils from Year 11 will be allocated to external pupils by using the oversubscription criteria for Year 7 set out below:

WAITING LISTS

Waiting lists will be set up in the order of the published over-subscription criteria outlined below:

Where applications exceed the number of places available the following criteria are applied by the Governing Body Admissions Committee. This process is followed in the order set out below, in order to decide which students to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who are both living in the normal area served by the school and have brothers or sisters still attending the school/Sixth Form at the time of their admission. Brothers and sisters are classed as having one or both natural parents in common, are related by a parent's marriage or are adopted or fostered. Brothers and sisters must be living at the same address.
3. Other children living in the normal area at the time of admission.
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission. Brothers and sisters are classed as having one or both natural parents in common, are related by a parent's marriage or are adopted or fostered. Brothers and sisters must be living at the same address.
5. A child with a parent/carers who are employed at Allestree Woodlands School.

In categories 2 to 5, when choices have to be made between students satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. Places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school using the National Ordnance Survey Set Points.

Determined Admissions Arrangements for 2022-2023

Allestree Woodlands School is an Academy School for students aged 11-18 with enhanced resource facilities for Hearing Impaired students. It does not select on the basis of ability.

Standard Admissions Number: 240

Applications for a place at Allestree Woodlands School should be made by stating the school as a preference on the common application form available from Derby City Education Authority. This common application form must be returned to Derby City Council - not the school, by the closing date. A prospectus containing information about the school for parents of prospective students, alongside further transition information is available at our Online Virtual Transition Event. All parents/ carers will be notified regarding their application for a place by Derby City Council.

Where applications exceed the number of places available the following criteria are applied by the Governing Body Admissions Committee. This process is followed in the order set out below, in order to decide which students to admit:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who are both living in the normal area served by the school and have brothers or sisters still attending the school at the time of their admission. Brothers and sisters are classed as having one or both natural parents in common, are related by a parent's marriage or are adopted or fostered. Brothers and sisters must be living at the same address.
3. Other children living in the normal area at the time of admission.
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission. Brothers and sisters are classed as having one or both natural parents in common, are related by a parent's marriage or are adopted or fostered. Brothers and sisters must be living at the same address.
5. A child with a parent/carers who are employed at Allestree Woodlands School.
6. Other children whose parents have stated Allestree Woodlands School as a preference on the common application form.
7. Children whose parents stated Allestree Woodlands School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.

In categories 2 to 5, when choices have to be made between children satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. In category 7, places will be allocated in the same order of priority as for categories 2 to 5. Where children in category 7 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school using the National Ordinance Survey Set Points.

Note: The Governing Body Admissions Committee reserves the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

Fair Access

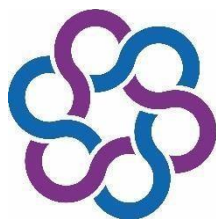
Local Authorities are required to have 'Fair Access Protocols' in order to make sure those unplaced children who live in the Local Authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Waiting List

If the number of applications exceeds the number of places available a waiting list will be established and maintained by Derby City Council using the above criteria.

Alvaston Junior Academy

ADMISSIONS POLICY 2022/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would like their child to attend. Schools and Academies do not always have enough places available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after, or who have previously been looked after by a local authority or outside of England in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from

the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy\ . They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list.

Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.



Ashwood Spencer Academy

DETERMINED ADMISSION ARRANGEMENTS - 2022/2023

1. Admissions Authority

The admissions authority for Ashwood Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy.

2. PAN

The Published Admission Number (PAN) for Ashwood Spencer Academy Primary Academy for 2022-2023 is 90 pupils in Foundation Stage 2 (Reception).

3. How to apply and when decisions are made

Applications for first admission into year Foundation Stage 2 (Reception) must be made through the child's home local authority (the area where the child lives).

For Derby City residents this can be found on the Derby City Council website at www.derby.gov.uk/primary. Applications should be completed by the closing date for applications as stated in the Derby City Council Coordinated Admissions Scheme.

All other applicants must apply to their home local authority (the area where the child lives).

Parents will be notified of the outcome of applications on National Offer Day which is 16th April 2022.

For applications into other year groups, see the section on in year applications

4. How late applications are treated

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

5. Catchment Area

Ashwood Spencer Academy has a defined catchment area, details of which are available

- An outline of our catchment area can be found on the last page of the admissions policy,
- or if you want to know more about the catchment area you can contact the admission team at Derby City council on 01332 642725,
- or the catchment area can be seen by going to www.maps.derby.gov.uk.

The fact that a child lives within the catchment area does not guarantee a school place. See section on Admission Oversubscription criteria



6. Admission Oversubscription Criteria for reception¹ (primary).

In accordance with the School Admissions Code, Ashwood Spencer Academy operates within the Derby City Council Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational need or education, health and care plan (EHCP) which names the school:

1. Children who are looked after by a Local Authority and previously Looked After children.
2. Children who are both living in the catchment area and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area the time of their admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters attending the school on their admission.
5. Other children whose parents have requested a place.
6. Other children whose parents did not request a place by 15th January 2021.

Multiple Births Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

7. Tie breaker for oversubscription criteria in any year group

In the event of oversubscription, within each of the criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the National Ordnance Survey set points.

If two measurements are the same the Local authority will give priority to the child living nearest to the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance the place will be allocated using an independently verified random allocation process. The home address is the address of the primary carer, as shown by who receives the Child benefit.

8. In Year Applications

Ashwood Spencer Academy participates in Derby city Council non-statutory In Year Admissions Scheme, for more information contact the admissions team at Derby City council on 01332 642730 or email primary.admissions@derby.gov.uk.

9. Special consideration for all year groups

In exceptional circumstances, special consideration may be given to children with particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The governing body will consider the written evidence provided to decide whether the application may be processed as 'special circumstances'.

Admission under 'special circumstances' will have priority over all but the first numbered criteria.



10. Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Parents/carers should submit a request in writing to the Principal as early as possible for consideration by the Admissions Authority. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Principal will also be taken into account.

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

11. Admission of children below compulsory school age and deferred entry to school (primary only)

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is admitted to the school until later in the school year; and c) where the parents wish, children may attend part-time until later in the school year.

12. Right of appeal

If your child is not allocated a place then you have a statutory right of appeal. Details of how to do this can be found in the letter refusing your application.

13. Waiting lists

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when the application was refused.

Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Derby City Council until the end of the academic year to which the application applies.

Inclusion on a waiting list does not mean that a place will eventually become available.



14. Repeat applications

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

15. False information

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused

16. Definitions

- **Attending school** is taken to be on roll at a school for the purposes of admissions.
- **Looked after and previously looked after.** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. 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 arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- **Home Address** The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought by the governing body. **The evidence should prove that a child lived at the address at the time of the application.** Informal arrangements between parents will not be taken into consideration



- **Parents** For school admissions the school will consider the following as parents:
 - the mother of the child
 - an adoptive parent
 - the father of the child where he was married to the mother either when the child was born or at a later date
 - the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
 - any other person who has acquired 'parental responsibility through the courts
- **Siblings:** For school admissions the school will consider the following as sibling:
 - a brother or sister who share the same parents
 - a half-brother or half-sister or legally adopted child living at the same address as the child
 - a child looked after by a local authority placed in a foster family with other school age children
 - stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Ash Croft Primary Academy

ADMISSIONS POLICY 2022-23



THE HARMONY TRUST

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Pupil Admission Number 40

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would like their child to attend. Schools and Academies do not always have enough places

available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy\ . They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list. Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been

decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.



BISHOP LONSDALE CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

Admissions Policy- Over subscription criteria

The Governors are able to admit 30 children to the Foundation Stage 2 class during each academic year. When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who already have brothers or sisters in the school **at the time of admission.** *

In criteria 3 to 7, priority is given to 'regular worshippers'. To qualify under one of these criteria, a priest or minister representing the place of worship must confirm this by signing the supplementary information form in the space provided.

3. Children of regular worshippers at the Parish Church of St. Luke who live within the area formally covered by the Parish. **
4. Children of regular worshippers at the Parish Church of St. Luke who live outside the area formally covered by the Parish. **
5. Children of regular worshippers at other Parish Churches where the parish has no Church Aided School. **
6. Children of regular worshippers of other Christian denominations who live within the Parish of St. Luke. *(as defined by the Council of Churches for Britain and Ireland).* **
7. Children of regular worshippers of other faiths who live within the area formally covered by the Parish of St. Luke. **
8. Children who live within the area formally covered by the Parish of St. Luke.
9. All other children.

During the Autumn term, Derby City's Common Application Form will be sent to parents from the Children and Young People's Service. A supplementary form for Church of England Primary Schools is also included for parents who wish their child to be considered under one of the worship criteria (Numbers 3 to 7) listed above.

When we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest to Bishop Lonsdale School, measured by a straight line. The line will be



BISHOP LONSDALE CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

measured from the home address to the school using the national Ordnance Survey set points. If the children cannot be separated, it will be decided by drawing lots.

Note: The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Should the school be oversubscribed a waiting list will be kept for one term after the designated admissions date and parents of children on the list will be notified if a place becomes available, irrespective of whether or not any appeals are pending.

*A brother or sister of a pupil is defined as: a child sharing one or more natural parent with another child attending the school – at the time which they are admitted; a step brother or step sister where children are related by a parent's marriage; or an adopted or foster brother or sister of a pupil already attending the school and living at the same address.

Multiple births will be allocated a place together – within the boundaries of Infant Class Size Legislation.

**Regular worshippers have attended acts of worship at their place of worship at least once a month for 12 months or more. It is only necessary that one parent is a regular worshipper.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship* has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or, in relation to those of other faiths, relevant place of worship* or alternative premises have been available for public worship.

FOR CHILDREN TRANSFERRING FROM ANOTHER SCHOOL

Parents should apply to the Children's and Young People's Service using the Common Application Form, who will check the availability of a place in the relevant year group. If the child is offered a place, parents are provided with a copy of the School Brochure and are asked to complete a Pupil Information Sheet prior to admission.

As soon as the child starts school a request is made for all relevant records from the previous school.

APPEALS PROCEDURE

If a child is not offered a place then parents have the right of appeal. The date by which all appeals should be made will be not more than 3 weeks after notification. Letters of appeal should be sent to the Chair of Governors at the School. They will then be forwarded to the Diocesan Board of Education who will set a date for an Appeals Tribunal.



Breadsall Hilltop Primary - Admissions Policy 2022-23

At Breadsall Hilltop Primary School we follow the policies and procedures as set out by Derby City Council Admissions. Below is a summary of the admission and appeals policy but for more information please go to:

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

The current Pupil Admission Number (PAN) for Breadsall Hilltop Primary School is **60** – this is under continuous review.

The school serves a catchment area but there is no automatic right to a place in our school.

Applying for a Reception, Junior or Primary School in 2022

If you want to apply for the intake year of an Infant, Junior or Primary school starting in September 2022, you can make your application in November 2021, to make an application you can:

- [apply online](#) – it's quick and easy and lets you track the progress of your application
apply by phone on 01332 642730 – this takes around 5 minutes and you will need to know the name of the school you are applying to.
- apply using a paper form – telephone 01332 642730 to ask Derby City Council to send you one.

Closing date for applications 14th January 2022

If you make your application online, you will be able to access your decision on 18th April 2022 – National Offer Day. If you apply by phone or on a paper form your offer letter will be posted on 18th April 2022, second class. No decision will be given over the telephone.

PLEASE NOTE: The admission process for children and young people with a Statement or Education, Health and Care Plan is different. More information can be found on Derby CC Website [here](#) [website](#).

Making an in-year application

If you want to make an application for a school in Derby City Council's area, you need to complete a Primary School in-year admission form. As the Council's Admissions service, we are responsible for coordinating all applications made for secondary school places.

Alternatively, you can complete the eform – it's quick and easy. If you want to apply using a paper form, you can telephone 01332 642730 to ask us to send you one.

How DCC process your application

When you complete your application form you will have the opportunity to express preferences in rank order for up to three schools both in and outside of Derby City. You will also be able state your reasons for your preferences.

DCC will then process your application form according to how you have ranked your schools and you should receive a written decision from us within 15 working days.

School Admissions Criteria

Below is the criteria for admissions at Breadsall Hilltop Primary School.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or

EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (Including children whom were in state care outside of England). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

Tie-breaker When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2020/21 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to

www.derby.gov.uk/secapps or www.derby.gov.uk/primapps

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

Letting you know our decision

DCC will send you our decision which will be one of these three outcomes:

- School place is offered where your child meets the criteria for a place at the first preferred school.

- School place is offered where your child meets the criteria for a place at the second or subsequent highest ranked preferred school.
- Where it is not possible to offer you the highest ranked school, your child will be added to that school's waiting list and you are informed of how to appeal to the Independent Appeal Panel if you wish.

You can also track your application process online.

How do I appeal against Admission's decision?

The Independent Appeal Panel is completely independent of the schools and the Council. They are able to take your family's personal circumstances into account and balance these against the school's admission criteria. The Panel's decision to allow or refuse an appeal is final.

Reasons we may refuse admission to a school

All maintained schools and academies that have enough available places must offer a place to every child that has applied for one. However, this rule does not apply if one of the statutory reasons for refusal can be applied.

The statutory reasons for refusal of admission are:

children who have been permanently excluded from school twice - The obligation to comply with a parent's preference is removed for a period of two years from the date on which the latest exclusion took place.

children with challenging Behaviour where a school has protection on admissions - schools can refuse to admit a child if the child has challenging Behaviour or has been previously excluded from school, or if their attendance is below a certain percentage.

Changing my child's school

Moving to a new school is a very serious step to take. It can affect your child in many ways. If you are not moving address and are considering changing your child's school, it is important to consider whether a transfer is the best option.

Before deciding to move your child to another school, please consider the following carefully...

Moving to a new school may not mean that a problem is solved - it can happen again and could be worse because your child will not know who their new teachers and other pupils are.

Your child's needs may not be known to staff at the new school.

How will your child cope with learning new rules and having to do things differently?

There is the possibility of missing important work.

If your child has brothers or sisters at the same school, transferring one child may affect the others.

Will it be difficult for you to have children attending different schools?

Many things that worry parents and pupils can be sorted out without the need to move schools. We advise that you sit down with your child and ask them why they want to move to a different school. If they mention that they are being bullied or not getting on with other pupils, you should speak to your child's teacher to try and resolve the situation. All schools in Derby have an 'Anti-Bullying Policy' that must be followed.

If, after speaking with the class teacher, you still are unhappy about the way the school is dealing with your concerns, you should make an appointment to speak to the Headteacher as soon as possible. You may also write to the Chair of the school's Governing Body.

If you live in our catchment area, and want to apply to change schools, you need to complete an [In Year Primary School Admissions Form](#).

Starting School – New Starters to Reception

Before being admitted to the Infants, the children are given the opportunity to spend some time in the School to see their classroom and to visit their new class teacher.

Parents are also invited to meet with the Head teacher and staff, giving you the opportunity to discuss any concerns you might have regarding your child's admission to school.

Starting School – In year starters

Before being admitted to school we encourage parents to visit the school with their child to have a tour and meet their new teacher and class. This will also give parents/carers a chance to complete admission forms for school and inform us of any medical or dietary issues. Once complete we admit pupils on the first Monday after forms have been completed and we will inform parents of this date.

Nursery (Foundation Stage 1) Admissions

Waiting List

To join our Nursery parents first need to put their child's name onto our Nursery waiting list.

Do this as soon as possible by filling in an application form, which is available from the School Office or from the Nursery.

Nursery Admissions

We aim to admit children to the Nursery as soon after their third birthday as possible. However, this varies according to the number of places available at the time. It may not be possible to admit every child who applies for a place. Your child may be offered one of four options please see below, depending on availability and we do need to see his/her birth certificate before a Nursery place is offered. Most of our children join the Nursery in the September after their third birthday.

The Nursery has 30 places. These are awarded to children in accordance with The City of Derby's Admission Policy; priority being given to those children considered to have special needs.

Children transfer to the Infant classes during the Autumn Term in the year in which their fifth birthday occurs.

The Nursery offers places in 2 different ways:

All day Monday, Tuesday and Wednesday am

Wednesday pm and all-day Thursday and Friday

Transfer to Reception/Infant school

In the Autumn term, as the application window opens, we will inform parents they need to apply for a reception place to start in the September of the year their child turns five. Parents must apply to the Local Authority for a place in their chosen school or schools. Wherever possible we will support with completion of application forms and support with transition to Infants.

Carlyle Infant & Nursery Academy

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 60

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would

like their child to attend. Schools and Academies do not always have enough places available for every child whose parents have applied for a place. If this happens, the Trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after, or who have previously been looked after by a local authority or outside of England in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 7 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy. They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list.

Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.

CAVENDISH CLOSE JUNIOR ACADEMY

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would like their child to attend. Schools and Academies do not always have enough places available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 7 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy\ . They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list.

Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.



Chaddesden Park Primary School

Carson Road

Chaddesden

Derby DE21 6JW

Tel: (01332) 662115

E-mail: cppadmin@learnerstrust.org

<https://www.learnerstrust.org/cpp>



Headteacher: Mrs H Smith

Admission Arrangements and Appeals Policy

At Chaddesden Park Primary School within The LEARNERS' Trust we follow the policies and procedures as set out by Derby City Council Admissions.

Below is a summary of the admission and appeals policy but for more information please go to:

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

The current Pupil Admission Number (PAN) for Chaddesden Park Primary School within The LEARNERS' Trust is 30.

Date: 01.10.20

Review : School Champions Meeting November 2020

Admission Policies in Derby

Admissions Arrangements

Application opens: November 2021

Closing dates for applications: January 2022 (Primary)

To make an application you can:

- [apply online](#) - it's quick and easy and lets you track the progress of your application
- apply by phone on 01332 642730 - this takes around 5 minutes and you will need to know the name of the school to which you are applying
- apply using a paper form - telephone 01332 642730 to ask for one to be sent.

School Admissions Criteria

Below is the criteria for admissions at Chaddesden Park Primary School within The LEARNERS' Trust.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (Including children whom were in state care outside of England). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.

7. Children whose parents did not request a place by the closing date.

Tie-breaker When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2022/23 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/secapps or www.derby.gov.uk/primapps

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

School admissions - Appeals

There are a number of cases each year where the school cannot offer a place, usually because they are full. If this happens to you, the Admissions service can give you information on other schools that may have places available.

If you want to take the matter further you can have your case heard by an Independent Appeal Panel who must be independent of the Council, in the case of foundation, voluntary aided schools and academies, by an Independent Appeal Panel that is independent of the school's admission authority. How to make an Appeal is detail in the letter you receive from School Admissions.

This section gives you information about how to appeal against a decision to refuse your child a place at a:

- community or voluntary controlled school
- voluntary aided schools, foundation schools and academies
- appeals for community or voluntary controlled schools
- complete an appeal form for a Derby city community or voluntary controlled school.

Appeals can be made for more than one of your preferred schools (stated on your application form) at the same time.

You should not wait for the outcome of an appeal about one school before deciding to appeal about another.

Parents who have appealed unsuccessfully for a particular school cannot make another appeal at the same school, in the same school year, unless it can be shown that there has been a significant and/or material change in their circumstances.

Appeals for schools outside Derby City should be made in accordance with the published admission arrangements of the Council concerned.

Infant Class Size Appeals

The legal limit of 30 pupils per class in Reception, Year 1 and Year 2 classes restricts the circumstances where an Appeal Panel can allow an appeal if it takes the class group above the 30 limit. For these year groups the Appeal Panel can only uphold an appeal if it is satisfied that:

- your child would have been offered a place if the published admission arrangements had been properly implemented; or
- your child would have been offered a place if the arrangements had not been contrary to the school admissions code and the legislation; or
- the decision was not one which a reasonable admission authority would make in the circumstances of the case.

Whilst you may talk about your personal, social and domestic circumstances during an Infant Class Size Appeal hearing, the Appeal Panel is not allowed to consider them unless they are relevant to one of the three points above



Chellaston Academy

Learning

Excellence

Integrity

Admissions Policy 2022 – 2023

Policy Owner:	Ryan Metters	Date of Adoption:	05 October 2020
Approved By:	Local Governing Board	Date of Approval:	05 October 2020
Signed By:	S. Fletcher (Chair)	Date of Next Review:	September 2021

Revisions	
Date:	Notes:

September 2022 Intake

The Published Admissions Number (PAN) for the Year 7 entry is 300.

As the admission authority, the Governors of the Academy give priority for places to children whose parents/carers have requested a place, using the application form provided by your home local authority and submitted (to the Local Authority) by 31st October 2021.

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school, will be admitted before any other school places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the number of applications exceeds 300, the places will be allocated in the following priority order, until all places are filled:

1. Children who are looked after and previously looked after. Looked After Children who, at the time of making an application to a 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 or
 - Children who were previously in care outside of England.

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
2. Children permanently residing in the normal catchment area at the time of admission.
 3. Children who have an elder sibling in Years 8 to 11 who will still be attending the Academy at the proposed admission date.
 4. Other children whose parents have requested a place.
 5. Children whose parents did not submit a request for a place by the published closing date.

Places will be allocated to children in category 1 first. If there are insufficient places for all applications in category 2 or 3, places will be randomly allocated in the relevant category only. The process of random allocation will be undertaken by an independent third party.

If places still remain following allocation in categories 1-3, then priority will be given to the applicant in category 4 whose permanent address is nearest to the Academy. This is measured by a straight line from the centre of the child's main 'dwelling' to the Academy using the national Ordnance Survey set points.

In category 5, places will be allocated in the same order of priority as for categories 1-4. Where children in category 5 have equal priority, places will be allocated by random allocation.

Parents/Carers wishing to seek a place for their child at Chellaston Academy should, in the first instance, apply for a place by contacting the Admissions Team at Derby City Council <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/secondary-school-admissions/>. The City Council will either offer or decline a place in relation to the Admissions Policy and Academy PAN (Planned Admission Number). If the placement is declined, Parents/Carers may wish to appeal against that decision, in which case they should follow the Appeals Procedure outlined in The Guide for Parents in Appendix 1 of this Policy.

Notes

- a. The normal catchment area includes the suburban area of Chellaston, the villages of Aston-on-Trent, Barrow-on-Trent, Melbourne, Stanton-by-Bridge, Swarkestone, Ticknall and Weston-on-Trent. The new housing development currently known as Fellow Lands Way, will be excluded from the catchment area of Chellaston Academy and added to the catchment area of Noel Baker Academy. The change relates to new housing only at Fellow Lands Way and will not impact on existing properties. The area is shown on a plan which is available for inspection in the Academy office by prior appointment.
- b. For the purpose of admissions, a sibling is classed as a brother or sister who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.

(A brother or sister must normally be living at the same address. Cousins are not classed as brothers or sisters).
- c. The Academy reserves the right to verify information supplied and if false information is used in order to gain a place, the Academy will refuse or withdraw the place offered.

Requests for admission outside the normal age group for September Year 7 intake

Parents/carers are entitled to request a place for their child outside of their normal age group. 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

These parents/carers will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. Such applications will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed.

The decision as to whether this is the appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Headteacher. Parents do not have a right of appeal if they are offered a place at the Academy, but it is not in their preferred age group.

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 statement of SEN or EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy (children looked after or previously looked after; children permanently residing in the normal catchment area at the time of admission; children with elder siblings in Years 8 to 11 who will be attending the Academy at the proposed admission date; other children whose parents have requested a place; children whose parents did not submit a request for a place by the published closing date).

Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be submitted on the local authority application form, in line with the standard application process.

APPENDIX 1 - CHELLASTON ACADEMY ADMISSIONS APPEALS – GUIDE FOR PARENTS/CARERS

Source of Information

The guidance contained in the Academy Guide for Parents/Carers is based upon information from:

- a) School Admission Appeals Code Of Practice published by DfE, Date of Issue 1 February 2012, and created after the School Standards And Framework Act 1998 (as amended by the Education Act 2002)
If parents wish to obtain a copy of this publication it can be downloaded from:
<https://www.gov.uk/government/publications/school-admissions-appeals-code>

If your child has been refused a place at Chellaston Academy, you have the right to appeal against that decision.

Appeals are heard by an Appeal Panel, which is independent of the Academy and acts in accordance with the Appeals Code of Practice (2012).

Introduction

The letter, from the Local Authority (LA) or the Academy, telling you that the Academy has decided not to offer a place to your child, should make clear the reasons for the refusal. You should consider very carefully whether or not you wish to appeal against the decision. You will need to consider the following points:

- the Academy's policy for admitting students as published in the Academy prospectus
- the specific reasons given for not admitting your child
- your reasons for wanting your child to attend the Academy and the strength of your case
- alternative schools available. You may wish to visit these schools and/or speak to the Headteachers of those schools.

How to make an appeal

The letter from your LA will contain:

- Information on where to obtain an Appeals Application Form
- Information on where to send your notice of appeal and by what date

Your appeal must be in writing.

You should think carefully about the original reasons you gave for wanting your child to attend the school. You can add more information on the Appeals Application Form. All information will be made available to the Independent Appeals Panel before the hearing. It is important that the Appeals Form is returned as soon as possible.

The information should include copies of any letters or documents, such as medical evidence, if you wish it to be used at the hearing. This must be sent with the Appeals Form and it will be passed on to the panel members. Confidentiality will be maintained. Further information can be produced at the hearing but it must be remembered that members of the panel and the governors' representative will not have had time to study this information. Consideration of any additional information will take place during your 15-minute hearing.

Upon receipt of the completed Appeals Form, the Academy is allowed 30 school days in which to hold the hearing.

If you decide to appeal you will be called ‘the appellant’ in the documents.

Admissions Appeal Timetable

Secondary Transfers: (for admission into Year 7 in September 2022 of the Academic Year):

- Appeal requests received after set date for secondary applications below will be heard alongside others if timing allows. If not, appeals will be heard within 30 school days of receipt.
- Appellants will receive at least 10 school days’ notice of their appeal hearing and will be heard by the set date for Stage 2 -Appeals.
- Decision letters will be sent to appellants within five school days of the hearing wherever possible.

Action	Date for Current Year
Date for Secondary Applications	31 October 2021
National Offer date for Secondary Schools	1 March 2022
Closing date for Appeals	TBC April 2022
Stage 1 – Chellaston Academy – School Case	TBC
Stage 2 – Chellaston Academy – Appeals	TBC

In Year:

- Appeal requests will be heard within 30 school days of receipt.
- Appellants will receive at least 10 school days’ notice of their appeal hearing.
- Decision letters will be sent to appellants within 5 school days of the hearing wherever possible.

How I prepare for the hearing

The Independent Appeals Clerk will send you details of the date, time and place at which the hearing will be held. It may not be at the Academy.

It is very important that you return the confirmation slip indicating whether you will be attending or not.

It is in your own interest that you attend the hearing in person, no matter how nervous or uncertain you may feel. A friend may accompany you or you may be represented. You should let the Independent Appeals Clerk know before the hearing.

If you cannot attend, you should let the Independent Appeals Clerk know in good time. If you cannot attend, the hearing will be held without you and your case will be heard on the basis of your written statements. The Appeal Panel will make their decision on the strength of your written evidence.

You should be given plenty of notice of the date and time of the hearing. This would normally be 10 days. At least seven days before the hearing you should receive a written statement of the governors’ case.

If you need the help of an interpreter or special access because you are disabled, then contact the Academy for help.

If there is anything that you are not sure of, please contact the Academy.

The Appeals Panel

The Panel must consist of 3 or 5 members appointed by the Independent Appeals Clerk. At least one panel member must fall within each of the following categories:

- at least one lay member, who has no personal experience in managing education, cannot be a teacher, does not work for the Academy and is not a parent of a child at the Academy
- independent people who have experience in education or know about education in the area.

The panel is independent of the Academy and its governors. It must make sure that the hearing is fair and not biased.

The clerk is appointed by the Academy but is independent of the school. The clerk takes notes at what happens at the hearing and conveys the result to both parties. The clerk can also give advice to the panel.

Procedure at the Hearing

The panel follows two stages to reach their decision: -

- The panel must first decide if the Academy's admission arrangements have been correctly applied. In cases where your application has been refused on the grounds that there would be prejudice to the provision of efficient education or use of resources by admitting your child, the panel must also satisfy themselves that prejudice exists.
- If this prejudice is not found, then the appeal must be allowed at this stage. Only when the panel agree that the arrangements have been correctly applied and, where appropriate, they do believe prejudice would arise, then they must consider: Whether your case is so strong that it outweighs the governors' case.

The hearing will be informal but the procedure will be as follows;

- the governors' representative will present the case for the Academy;
- you, or your representative, may question the governors' representative;
- the panel may question the governors' representative;
- you, or your representative, present your case;
- the governors' representative may ask you questions;
- the governors' representative will sum up the case for the Academy;
- you, or your representative, will sum up your case.

The panel members may ask questions, at any time, to make sure they understand all the points made by you and the governors' representative.

- When there are a number of appeals to be held on the same day, the procedure will be as follows: the admission authority will present its general case (the factual case) in the presence of all groups of parents

- the parents may ask general questions about the case
- the panel will decide, if by admitting all the appellants, it would cause prejudice to efficient education at the Academy
- if the panel finds that admission of the appellants would not cause such prejudice, then the appeals should be upheld
- if prejudice is proved, then the panel will consider each individual case as described above
- This order gives both you and the Academy an equal opportunity to put each case to the panel in a clear manner.

What happens after the hearing

You will be told of the Panel's decision by letter from the Independent Appeals Clerk, no later than 5 school days after hearing.

The letter will give the reasons for the Panel's decision. You do not, however, have the right to see the notes of the hearing, unless the panel agrees.

Appeal panels **must** either uphold or dismiss an appeal and **must not** uphold an appeal subject to any specified conditions. Under Section 94(6) of the School Standards and Framework Act 1998, a panel's decision that a child shall be admitted to a school is binding on the admission authority concerned.

Further help and information after the panel hearing

Both the appellants and the school must accept the decision of the Appeal Panel.

If you are concerned your appeal did not comply with the DfE's Code of Practice or that the appeal process was flawed, which you feel affected the outcome of your appeal, you can complain to the Education and Skills Funding Agency (ESFA) within six months of the date of the appeal hearing. The ESFA will investigate the complaint on behalf of the Secretary of State if it considers there are sufficient grounds to do so.

If the ESFA finds the appeal arrangements have breached the Code of Practice and the breach may have affected the outcome of your appeal, the academy may be required to establish a fresh appeal panel to hear the case. However, the Secretary of State, and the ESFA who acts on his behalf, cannot overturn the decision of an independent appeal panel. This may only be challenged through the Courts through a Judicial Review:

The ESFA can be contacted at:

Academy Admission Appeals Complaints
 Academies Central Unit, Education Skills Funding Agency
 Cheylesmore House
 5 Quinton Rd
 Coventry
 CV1 2WT

There are alternative methods of contacting the ESFA provided in the following link:
<https://www.gov.uk/schools-admissions/complain-about-the-appeals-process>

APPENDIX 2 - ADMISSIONS ARRANGEMENTS AND APPEALS DURING THE CORONAVIRUS (COVID-19) PANDEMIC

This appendix has been created in line with the DfE's 'Changes to the admission appeals regulations during the coronavirus outbreak', and their 'Changes to school admission appeals due to coronavirus' guidance.

Statement of intent

During this difficult period, we are committed to fulfilling our statutory duties without disruption – this includes taking steps to ensure our admission appeals procedure can continue.

In accordance with the government's emergency regulations which temporarily revise the relevant regulations, the school has made the necessary amendments to our Admissions Policy.

This appendix outlines how the school manages admissions appeals during the coronavirus (COVID-19) pandemic, in line with the government's new guidance.

The information in this appendix should be reviewed regularly to ensure any local and national updates and information from the government can be reflected accordingly.

Legal framework

This policy has due regard to all relevant statutory guidance and legislation, including, but not limited to:

- DfE (2012) 'School Admission Appeals Code'
- DfE (2020) 'Changes to school admission appeals due to coronavirus'
- DfE (2020) 'Changes to the admission appeals regulations during the coronavirus outbreak'

Application of these arrangements

The admission authority will ensure the appeals panel understands the temporary regulations and how the chosen process will work, e.g. by telephone or video conference.

The temporary regulations will apply until 31 January 2021, and apply to:

- Any appeals lodged between that date and 31 January 2021.
- Appeals that were already lodged before 24 April 2020 but have not yet been decided.

Once the temporary regulations cease to apply, the school will revert to implementing the procedures in the main body of this Admissions Policy.

Appeals lodged before 31 January 2021, but that are heard after this date will not be prejudiced by the expiry of the temporary regulations.

The admission authority will prepare for appeals to be conducted in the normal way after the end of January 2021, and the relevant timetables for 2021 will be prepared in the normal way and published by 28 February 2021.

Appeals

When the admission authority informs a parent of a decision to refuse their child a place, the admission authority will include the following information:

- The reason why admission was refused
- Information about the right to appeal
- The deadline and contact details needed to make an appeal
- That parents will need to set out their grounds for appeal in writing

The deadline for lodging an appeal will be at least 28 calendar days from the date the notification of refusal was sent to the parent.

All deadlines for the hearing of appeals will be heard as soon as reasonably practicable.

Appeal deadlines have been amended to allow appellants (parents) more time to lodge an appeal – these updated deadlines are:

- 28 calendar days' written notice of a new appeal deadline.
- 14 calendar days' written notice of an appeal hearing (although appellants can waive their right to this).

Where possible, decision letters will be sent within 7 calendar days of the hearing.

Membership of the appeals panel

During the ongoing pandemic, members of the appeals panel will only be appointed if they have, or can be provided with, the necessary equipment and facilities.

Admissions panels are made up of at least three people. In the event a member of the panel has to withdraw due to the coronavirus, e.g. they are required to self-isolate, the remaining two members will continue to consider and determine the outcome of the appeal regardless of their background.

If a panel member withdraws, the clerk will make a note of the reasons for their withdrawal in the record of the proceedings.

If the chair of the appeals panel withdraws, the admission authority or clerk (on behalf of the admission authority) will appoint a new chair from the existing appeals panel.

In the event more than one member of the panel withdraws and leaves only one member, new panel members will be appointed so that the panel is constituted in the normal way. Where this has happened, any part-heard appeals will be reheard.

Training of the panel

Where it is not possible for panel members to undergo full training, e.g. if it is delivered in face-to-face sessions, the admission authority will find alternative ways of ensuring training can be completed in accordance with section 1.10 of the 'School Admission Appeals Code'.

The admission authority will ensure the panel and clerk have a full understanding of the temporary regulations and how the new process will work.

Appeals hearings

The chair of the appeals panel will ensure that all appeals, whether conducted remotely or not, are private, that all parties can hear everything that is said, and that all parties have an equal chance to participate.

Appeal hearings will be conducted via telephone or video conference or, where this is not possible, they will be conducted entirely based on written submissions.

Appeals panels can only hold appeals hearings remotely if they are satisfied the following criteria are met:

- The parties will be able to present their cases fully
- Each participant has access to video or telephone facilities allowing them to engage in the hearing at all times
- The appeal hearing can be heard fairly and transparently

The clerk to the appeals panel will contact appellants as soon as possible after receiving their appeal to explain the temporary arrangements in place – where possible, the clerk will contact the appellant by phone.

Before appeals are conducted via video conferencing software, the chair of the appeals panel will consult the ICT technician regarding the security and privacy terms and conditions of the platforms being used. All necessary security features will be utilised before appeals take place.

If the officer presenting the case for refusing the admission does not attend the meeting, the appeals panel will consider the case using the evidence submitted by the admission authority so long as the panel is satisfied that doing so will not disadvantage the appellant.

In the event that the appellant does not participate in the meeting, and it is impractical to rearrange, the appeals panel will review the written information submitted.

Appellants will retain the right to be represented or accompanied by a friend even during a remote hearing. Where necessary, reasonable adjustments will be made in accordance with the Equality Act 2010. The clerk is responsible for recording all requests for reasonable adjustments as part of the appeal record.

Appeals decided on written submissions only

The following process will be used to when making a decision on an appeal on the basis of written submissions only:

- The clerk will contact the appellant and presenting officer in line with the appeals timetable. The presenting officer should be provided with a copy of the appeal lodged and asked to submit the admission authority's evidence – the appellant should be given the opportunity to submit additional evidence in writing (preferably email) if they wish.
- The panel and clerk should meet remotely, e.g. by telephone, to formulate questions for the appellant and presenting officer.

- The clerk sends the questions and all relevant documents to each of the parties, e.g. the appellant receives the presenting officer's submission and vice versa.
- The appellant and presenting officer should reply to all the questions and add any additional points they wish to make. Once these answers have been sent back to the clerk, the clerk will send them on to the other party. Any information not submitted by the relevant deadline may not be considered.
- The panel meets remotely to discuss the answers and considers all the information in order to reach their decision.

Appeals by the governing board against LA decisions to admit twice-excluded children

The governing board will make appeals (in writing) against LA decisions to admit twice-excluded children within 21 calendar days after the day it is given notice of the decision.

Appeals by the governing board will be heard remotely where necessary.

Maladministration complaints

If a parent believes they have evidence of maladministration, their complaint will be heard in line with the normal procedures and section 5 of the 'School Admission Appeals Code'.

Monitoring and review

To ensure it remains up-to-date, this policy will be reviewed by the headteacher at least weekly and in accordance with any updates to relevant local and national guidance.

Any amendments made will be communicated to all relevant stakeholders.

An electronic version of the updated policy will be made available on the school's website.



At Chellaston Infant School, we believe that everyone should reach their full potential in a safe, fun and happy environment which promotes independence, self-worth and excellence. Everyone is a learner whose values are respected.

Chellaston Infant School
School Lane, Chellaston
DERBY, DE73 6TA
Telephone: 01332 700298

Email: admin@chellastoni.derby.sch.uk
Website: www.chellastoninfants.co.uk

Headteacher: Lindsay Galley

DETERMINED ADMISSION ARRANGEMENTS

2022-2023

The Published Admissions Number (PAN) for Reception entry is 120.

Derby City Council are handling all our admissions arrangements for:

- **Reception admissions**
- **Moving schools**
- **Mid-year transfers**

PEAK Academy will be carrying out:

- **Appeals**

Chellaston Infant School operates a single admission and all children will be encouraged to start school in the September of each academic year.

Our standard number, as agreed by the Council, is 120 per year group, class size must not exceed 30.

Over Subscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or child who was previously looked after but immediately after being looked after became a subject to adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who appear to Derby City Council to have been in state care outside of England and/or ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area at the time of admission.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by 15th January 2022.

*for the purposes of admissions, we class a brother or sister as:

- Having one or both natural parents in common;

- Are related by a parent's marriage;
- Are adopted or fostered;
- Living at the same address. Cousins are not classed as brothers or sisters.

The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

- In all relevant cases we will follow Derby City council's published policy and definition with regards to 'an unplaced child'.
- When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Our Full Admissions Policy is in line with Derby City Council Admissions Policy, details of which can be found at... <https://www.derby.gov.uk/educaion-and-learning/schools-and-colleges/school-admissions/admission-arrangments-policies/>

Admissions Policy – **Over-Subscription Criteria**

Chellaston Junior School

2022-2023

Our Full Admissions Policy is in line with Derby City Council Admissions Policy, details of which can be found at...<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/admission-arrangements-policies/>

Boys and girls will be admitted to school on a full-time basis at age 7 years, without any reference to ability or aptitude, from the "current catchment" area served by the school. The maximum number of new children, at age 7, to be admitted during the 2022-2023 school year has been set at 128 by the school's Governing Board.

Over-Subscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who appear to Derby City Council to have been in state care outside of England and/or ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area at the time of admission.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
6. Other children whose parents have requested a place. Priority will be given to children who attended Chellaston Infant School.
7. Children whose parents did not request a place by 15th January 2022

* For the purposes of admissions, we class a brother or sister as:

- having one or both natural parents in common;
- are related by a parent's marriage;
- are adopted or fostered;
- living at the same address. Cousins are not classed as brothers or sisters.

The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

- In all relevant cases we will follow Derby City Council's published policy and definition with regards to 'an unplaced child'.
- When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.



CITY OF DERBY ACADEMY

Admissions Policy 2022/2023

Prepared by	Mr P Smith
Date	December 2020
Review date	February 2021
Approved by	QEGSMAT Board of Trustees
Governor Minute No:	Draft

PROCEDURE FOR ADMITTING PUPILS TO THE CITY OF DERBY ACADEMY

The City of Derby Academy provides for the needs of children within the 11 to 16 age range who live in Sinfyn and the surrounding area.

Pupils will be admitted from our normal area and from our partner primary schools, at the age of 11+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

QEGSMAT is the Admissions Authority for the City of Derby Academy.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

Admission number for secondary provision (age 11)

1. The Academy has the following agreed admission number for the Academy:

- 210 for pupils in Year 7

The Academy will accordingly admit a maximum of 210 pupils in the relevant age group each year if sufficient applications are received.

Process of Application

2. Arrangements for applications for normal point of entry places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements. Parents resident in Derby can apply online at:

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/>

Parents resident in other areas must apply through their home Local Authority.

3. The Academy will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year):

- a) In September – the Academy will publish in its prospectus information about the arrangements for admission, including over-subscription criteria, for the following September.
- b) September/October – the City of Derby Academy will provide opportunities for parents to visit the Academy.
- c) By midday on 31 October – Parents complete the common application form (CAF) and return it to the LA to administer.
- d) 1 March – notification of offers made to parents.

Consideration of applications

4. The City of Derby Academy will consider all applications for places. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at the Academy to all those who have applied.

Procedures where the Academy is oversubscribed

5. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below in paragraph 6.

Admission to Year 7

6. The City of Derby Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs or an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:
 - a) Looked After children or previously Looked After Children*.
 - b) Children who are both living in the catchment area served by the Academy and have siblings* on roll at the Academy at the time of application.
 - c) Other children living in the catchment area at the time of admission. For those families who move after the closing date, but before the offer date, the Council will assess applications from the address where the parents are living, at the closing date, and will reassess applications on the National Offer Date
 - d) Children who do not live in the catchment area served by the Academy but who have siblings on roll at the Academy at the time of application.
 - e) Other children whose parents have requested a place.
 - f) Children whose parents did not request a place by 31 October.

* see definitions

Where there are more applications than places after application of criteria a) to e) above, preference will be given to pupils who live nearest the Academy as defined by the straight line distance from the Academy using the National Ordnance Survey set points.

For category f) above, places will be allocated in the same order of priority as those in categories a) to e). Where these applications have the same priority, places will be allocated to those living nearest the Academy as defined by the straight line distance from the Academy using the National Ordnance Survey set points.

Admission of children outside their normal age group

7. Parents may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate and they should only be educated out of their normal age group in very limited circumstances.

The decision to allow a child to repeat a year or to admit a child into a cohort outside their chronological year group lies with the Academy, in liaison with the Local Authority, based on the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

8. Any parent of wanting their child to be admitted outside of the normal age group for Year 7 should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

Any parent wanting their child to be admitted out of the normal age group in any other year should submit a request, in writing, to the Academy as soon as is possible.

Operation of waiting lists

9. As required by the Schools Admissions Code, the City of Derby Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked solely according to our over-subscription criteria as described in paragraph 6 above.

Arrangements for in-year admissions

10. The Local Authority will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.
11. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
12. If more applications are received than there are places available, the over-subscription criteria in paragraph 6 and for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Right of Appeal

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 11 or above. Appeals should be made within twenty (20) school days of the date of refusal.
14. If refused admission you should contact the Academy at the address below to lodge an appeal:

PA to the Headteacher
City of Derby Academy
Farmhouse Road
Sinfin DERBY DE24 3AR

Please mark your envelope 'Appeals'.

Fair Access

15. The City of Derby Academy participates in the Derby City Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

16. As an Admission Authority, we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

This policy was reviewed and approved by the Greenwood Academies Trust on 27 March 2015.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children.

In accordance with Section 22 of the Children Act 1989, a 'Looked After child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the Academy.

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). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

2. Definition of siblings and the position of twins

Siblings are defined as:

- children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children.

1. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

3. Definition of the proximity of a child's home to the Academy

Proximity is measured as the straight line distance from the Academy's main reception to the front door of the child's home. This 'straight line distance' will be determined using the National Ordnance Survey set points. Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the Academy than any subsequent dwelling counted clockwise.

Where a child lives with parents with shared responsibility, each for part of a week, the 'home' address will be determined as the address at which the child resides for the majority of the week and/or where the child is registered with a doctor and/or where the child benefit is paid.

Cottons Farm Primary Academy

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 20

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by Derby City Council) at the school they would like their child to attend. Schools and Academies do not always have

enough places available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after, or who have previously been looked after by a local authority or outside of England in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy. They will rank the children according to the order of priority that we use

when schools first allocate places as new pupils go on to, or come off, the waiting list. Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the academy can still offer your child a place.



Da Vinci Academy

A L.E.A.D. Academy



"One Team, Changing Worlds"

Admissions Policy 2022/2023



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Policy Date: January 2021

Admission Policy 2022/2023

The published admission numbers for Da Vinci Academy is 150.

This policy should be read alongside the School Admissions Code (Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels) December 2014. References to the 'Code' are to this document:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

All applications for places are made on the applicant's home local authority application form. In the majority of cases, this will be the Derby City Council (the 'Local Authority') common application form which is available from the Local Authority. The Academy Trust has responsibility for deciding on admissions, although the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Places will be allocated in accordance with the academy's admission arrangements.

If the year group total is below the published admission number for that year group, the academy must offer a place to everyone who applies. Paragraph 3.8 of the Code confirms that, subject to certain exceptions, if a child has been permanently excluded from 2 or more schools/academies, the admissions authority are not required to take into account parental preference for 2 years from the last date of exclusion.

If the published admission number total is met, a child will only be offered a place if there are very exceptional circumstances.

Applications - Normal Year of Entry via normal admissions round

Applications for Year 7 in 2022/23

For entrance to the academy in September 2022 the closing date of the coordinated admission scheme is 31st October 2021. Applications received by this date will be considered as part of the normal admissions process, will not be considered late and will be treated as 'first cycle allocations'.

Subject to 'Late Applications for the Normal Year of Entry' (see below), applications received after 31st October 2021 will be considered late.

Places will be allocated in accordance with the academy's admission arrangements. The academy will not refuse to admit a child in the normal year admissions round on the basis of poor behaviour from elsewhere subject to paragraph 3.8 of the Code.

If there is oversubscription within any year group the academy will maintain a waiting list. Details will be provided on request. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

Offers of places will be made on the national offer date of 1st March 2022. Derby City Council Admissions, will assume that an offered place has been accepted unless they hear directly from parents.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within **20 school days** of the date of the decision letter.

Late Applications for the Normal Year of Entry

If you apply for a place after 31st October 2021 the admissions authority for the school will not look at your application in the first round of allocations to decide which children they can admit in the next school year. After that, if there are still spare places, the admissions authority will look at your application, along with any other applications that were not made by the closing date.

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/secondary-school-admissions/apply-year-seven-secondary-school/>

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.

Applications Outside the Normal Year of Entry ("In-Year applications")

Details of how to apply for places in any year group, made during the school year from September 2020 onwards (i.e. outside the normal admissions round), will be made available on the academy's website. If the respective year group total is below the published admission number for that year group, the child will be offered a place subject to paragraphs 2.15 and/or 3.8 of the Code.

Fair Access Protocols, Allocation, Acceptance of places and Appeals

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible.

The **Fair Access Protocol** applies to admissions outside the normal admissions round.

Admission out of the normal age group

Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances (e.g. if the child is gifted and talented or has experienced problems such as ill health). Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned and will take into account the parent's views, information about the child's academic, social and emotional development; where relevant their medical history and the views of the medical profession

and whether they have previously been educated outside of their normal age group. You can contact the academy or your home Local Authority for advice on how to request admission for your child outside their normal age group.

Oversubscription Criteria

Oversubscription occurs when the academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

Pupils who have a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHC), where the relevant academy is named in the child's statement or plan, will be admitted. This will reduce the number of places available for other pupils.

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy, as measured in a straight line (by a computerised geographical information system) from a point on the academy site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Academy Trust).

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- (2) Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (3) Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the schools at the time of admission
- (4) Other children living in the catchment area at the time of admission. Where this is the case, the Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date.
- (5) Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission
- (6) Other children whose parents have requested a place
- (7) Children whose parents did not request a place by 31 October 2020

The above criteria (2-7) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the named academy (e.g. where the academy has specialist provision)*;
- children of travellers, gypsies and Roma;
- pupils with exceptional medical, mobility, or social grounds that can only be met at the named academy*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Academy Trust.

Withdrawing an Offer

An offer of a place may be withdrawn in the following circumstances:

- it was made in error;
- it was made on the basis of a fraudulent or intentionally misleading application (e.g. a false claim to residence in the catchment area);
- a place offered at the relevant academy is not accepted within 14 days originally specified or after a repetition of the offer allowing a further 7 days for acceptance and specifying that the offer may be withdrawn if it is not accepted within that period.

The academy can withdraw their place from a child who has started if the place was fraudulently obtained. In deciding whether to do so, the academy will consider how long the child has attended the academy.

Waiting List

If, after the offer of available places has been made, the academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with the local authority for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Local Authority. A waiting list will also be in operation for any other years (see* below) where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year (see* below). Parents do not need to request their children's names are added to the waiting list.

Where the number of students in a particular year group falls below the admission number for the relevant academy, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the academies constantly receive applications for admissions throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily

a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the **Fair Access Protocols**, will take precedence over those children on a waiting list.

Independent Appeals

Should a child be refused a place at the academy, the Local Authority will provide a reason why the application has been refused, information about the parents' right of appeal, the deadline for lodging an appeal and contact details of the individual to whom the appeal should be made. Any appeal panel will be independent and parents who exercise the right to appeal must set out their grounds in writing. The academy will not limit parent's grounds of appeal. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Local Authority **within 20 school days** of notification that child has not been given a place.

Definitions of terms used in these arrangements:

Resident in the Catchment Area

A child will be considered 'resident in the Catchment Area' if the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form is within the Catchment Area designated for the academy. If a child's parents live at separate addresses the child's permanent place of residence will be whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday each week. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be the address shown on the child benefit letter.

Brothers or Sisters – sibling connection

1. For admission purposes the Academy Trust considers the following as siblings:

- a brother or sister who share the same parents;
- a half-brother or half-sister, where two children share one common parent;
- a step brother or step sister, where two children are related by a parent's marriage;

- adopted or fostered children living in the same household under the terms of a Child Arrangements Order.

2. The Academy Trust does not consider these as siblings:

- cousins or other family relationships not included in 1 above;
- siblings who at 1 September 2020 will not be registered pupils at the relevant academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the relevant academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment Area

Details of the relevant academy's defined catchment area can be found on the Derby City Council web site, obtained from the School Office or by contacting the School Admissions Team at Derby City Council.

<https://maps.derby.gov.uk/webmap/Map.aspx?MapName=PublicMaps>

Instructions for finding catchment areas:

1. Enter postcode/first line of address in the search bar at the top of the screen
2. Select the address from the drop down menu
3. Select the 3 horizontal lines at the left side
4. Select local knowledge
5. Listed will be the primary school and secondary school catchment school

If you wish to see the full catchment area for a particular school:

1. Select the 3 horizontal line at the left side
2. Select map features
3. Select Education – this will give a coloured layer for all schools
4. Select the ▲ next to the word Education
5. You are then able to select/de-select primary/secondary schools

6. Left click on the colour overlap and the school name will appear in an information box

**DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR
INFANT, JUNIOR, PRIMARY AND SECONDARY SCHOOLS
2022 – 2023**

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Annex 5 - Admission Appeals Timetable

1. Introduction

- 1.1 This scheme for admission to infant, junior, primary and secondary schools is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.
- 1.2 The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications are made through one body.
- 1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary controlled, voluntary aided, trust, foundation, academies and free schools, the neighbouring local authority of Derbyshire and any other applicable local authority.
- 1.4 Derby City Council will be the only body to transmit an offer on behalf of all other admission authorities to a Derby resident of a single place at any infant, junior, primary or secondary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.
- 1.5 The scheme's admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust, foundation and free schools to set and apply their own admission arrangements.
- 1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

2. Applying for a school place

- 2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, using the common application form, or by telephone to the Local Authority. We will make reasonable adjustments to this method for disabled people and we have an interpretation and translation service for people who have English as an additional language.
- 2.2 **Reception intake and junior transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's nursery, infant or primary school on or around 05 November 2021.
- 2.3 **Secondary transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's primary/junior school at the beginning of Year 6.
- 2.4 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance.

- 2.5 Parents can state preferences for any combination of the following schools:
- Community
 - Voluntary Aided
 - Voluntary Controlled
 - Foundation
 - Academy
 - Trust
 - Free
- 2.6 Parents are invited to state three preferences for primary and junior transfer and four preferences for secondary transfer online; on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.
- 2.7 Parents will apply direct to their home authority.
- 2.8 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 14 January 2022. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes may result in an ‘on-time’ application being re-classified as a ‘late’ application.
- 2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 29 October 2021. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes may result in an ‘on-time’ application being reclassified as a ‘late’ application.

3 The offer of a place

- 3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 18 April 2022. Parents who applied online will also be able to view the decision online on 18 April 2022 by logging into their account.
- 3.2 **Secondary transfer** - parents will be sent a letter by second class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 1 March 2022. Parents who applied online will also be able to view the decision online on 1 March 2022 by logging into their account.

4 Applications outside of the normal admission round

- 4.1 All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at <https://secure.derby.gov.uk/forms/?formid=346>. Reasonable adjustments will be made for disabled parents.
- 4.2 Parents will be invited to state three preferences for in rank order on the common application form/e-form.

- 4.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 4.4 The offer of a place at any maintained Derby City school (excluding Free Schools and Landau Forte Secondary College) will be made by Derby City Council on behalf of the admission authority concerned.
- 4.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.
- 4.6 There are some cases when a school may refuse admission even if it has places available. These are:
 - twice permanently excluded children within two years of the last exclusion
 - children with challenging behaviour making in-year admissions. Schools must refer this to the local authority to be dealt with under the Fair Access Protocol.

5 Right of Appeal

This scheme does not alter the parents' right to appeal. Any parent, whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from infant to junior school). Parents who have missed the normal deadlines for applying for admission, or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

6 Late applications

- 6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.
- 6.2 Places will be allocated where no application has been received after those who have made late applications.
- 6.3 Parents will not be allowed to change their preferences after the relevant national closing date, unless they have moved address into a different catchment area, or have had a house move fall through for which documentary evidence may be required.

7 Waiting lists

- 7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.

- 7.2 The waiting lists will be established on the offer day will be maintained up to the end of the Autumn Term and ranked according to each admission authority's oversubscription criteria. Lists will then be passed to foundation, trust, academy, free and voluntary aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 642730 from the 15 June each year. Should parents/carers need further support in contacting the Admissions Team, they can use Relay UK, where 18001 can be added to the voice number, alternatively BSL Signed Video facility, [Derby City Council Signing Service](#).
- 7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

8 Information required by voluntary aided and free schools

- 8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.
- 8.2 In addition to the common application form each voluntary aided or free school may have their own supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus and these forms are to be returned direct to the schools.
- 8.3 These supplementary forms are **not** application forms for admission to voluntary aided or free schools. The forms are considered an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.
- 8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:
- (a) **All applications** - obtain a copy of the supplementary information form from the school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack;
 - (b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by the 14 January 2021; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 14 January 2021.
 - (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 29 October 2021; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 29 October 2021.
- 8.5 The supplementary information provided by parents will be used by the school in applying their admission criteria. This information is in addition to the standard information supplied on the Common Application Form.

- 8.6 Where the required supplementary information form is not submitted to the school in support of the Common Application Form, it may affect the consideration of the preference expressed by the governing body of that school.
- 8.7 The completion and return of the supplementary information form does not guarantee a place at the school.

9 Fraudulent or Misleading Applications.

- 9.1 All cases of potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied for.
- 9.2 The minimum original documentation required to determine residency will be end of tenancy or proof of sale of the original property, tenancy agreement or proof of purchase of the new property, for example a solicitor's letter about the completion of the sale and the exchange of contracts.
- 9.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party
- 9.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence which can include ad-hoc visits to the properties in question.
- 9.5 Those found to have submitted a fraudulent or misleading application will have their offer withdrawn and be advised of the right of appeal against the decision. If a child has already started a school and it then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

10 Changing Address

- 10.1 If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address.
- 10.2 If a child moves after the closing date but before the offers have been made, The Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day, we will update the address for waiting list purposes if we haven't been able to offer you your preferred school.
- 10.3 If a child changes address after the National Offer Day and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

11 Fair Access Protocol

- 11.1 All schools within Derby City are partners within the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

12 Placement of pupils out of their chronological age group

- 12.1 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- 12.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 12.3 All parents can request that the date their child's admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and can also request that their child takes up a place part-time until the child reaches compulsory school age. Such requests will be considered in consultation with the school and/or the Local Authority.
- 12.4 **IMPORTANT** the year group with which a child is taught has implications for a child's social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to secondary, to post 16 and to higher education; for the timing of public examinations; and for the stage in the child's education at which he or she reaches the end of compulsory school age.
- 12.5 **Summer born children** -The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday (*A child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August*). For summer born children this could be a full school year (into Year 1) after the point at which they could first be admitted.

- 12.6 For summer born children starting school parents can request that their child attends part-time until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. *(All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely).*
- 12.7 Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.
- 12.8 **Delayed entry into reception class for summer born children** - where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, **they must put this request in writing to us during the normal admissions round (05 November 2021 to 14 January 2022). All requests for summer born children to have delayed entry will be agreed.**
- 12.9 **Placement of children above/ below their chronological age group – Secondary - above** - consideration of exceptional circumstances for placement of pupils above their chronological age group may be applied where the pupil demonstrates exceptional intellectual interests, skills and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group. *At a minimum they have achieved exceptional levels in *all* areas of the National Curriculum.
- 12.10 **Below** - a child ceases to be of compulsory school age on the last Friday of June in the year they become 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children will take their GCSE examinations.
- 12.11 **Secondary Transfer** – it will be for the admissions authority of the secondary school to decide whether to admit the child out of their normal age group
- 12.12 **Next Steps** -The local authority and head teacher of the school concerned should carefully consider all determining factors of each case before making a recommendation for early/ delayed admission/ transfer. For a child with Special Educational Needs it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.
- 12.13 For children with a Statement of Special Educational Needs (SEND) or and Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEND or EHCP.

*Supporting documentation from professionals involved may be required

13 Further information on School Admissions

- 13.1 **School Leaving Age** the government has changed the law so that all young people are required to continue in education or training until the end of the academic year in which they will turn 18. Young people will have a choice about how they do this. It could be through full time education in school or college, an apprenticeship or full-time employment combined with part time education. The school leaving age (referred to in paragraph 11.12) will remain the same.
- 13.2 Derby City Council, Children and Young People, School Admissions Section, The Council House, Corporation Street, Derby, DE1 2FS Tel: 01332 642724 Email: Admissions@derby.gov.uk Accessible Contact: [Derby City Council Signing Service](#)
- 13.3 Visit the website at www.derby.gov.uk/admissions to access further information, useful forms and the Admissions Handbooks.
- 13.4 The School Admissions Code 2014
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf
- 13.5 The School Admission Appeals Code 2012
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf
- 13.6 DfE advice on the admission of summer born children
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf

NB: Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

Annex 1

Admissions Arrangements

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who appear to Derby City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
6. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date.

Tiebreaker When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2022/23 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/admissions

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

Closing dates for applications: 29 October 2021 (Secondary)
14 January 2022 (Primary)

Littleover Community School - Applying for places at Sixth Form

Littleover Community School Sixth Form offers a wide range of AS and A Level courses. We aim to recruit approximately 175 students into Year 12 and we welcome applications from other schools. In a typical year approximately 60 students will be from schools other than Littleover Community School and all applications are considered on an equal basis.

Applications should be made via our written application forms that are available from the school or to download from the school website. Applications open after the Sixth Form Open Evening in mid- November and close at the end of the first week in December.

The minimum entry criteria for Littleover Community School Sixth Form is Maths and English Language graded 5 or above and at least 3 other GCSE's graded C or above. However, the vast majority of students who receive offers will achieve 8 or more A*-C/9-5 grades with A*-B/9-6 in the subjects they wish to study at A Level.

Where students plan to study subjects that they have not studied at GCSE level it is expected that they achieve grade A*-B/9-6 in subjects that have a similar skill set.

Students wishing to study Further Maths must have an 8 or 9 in GCSE Maths and students wishing to study Maths must be graded 7-9 in GCSE Maths.

More details of courses offered, and the application process are available from the Sixth Form section of the school website where a PDF version of our full prospectus is available. See link below.

<http://www.littleover.derby.sch.uk/sixthform.php>

You can get more information on how the new GCSE grading system works at <http://www.aqa.org.uk/about-us/supporting-education/policy/gcse-and-a-level-changes/structure-of-new-gcses/9-1>

Over Subscription Criteria

The school aims to offer a place to all students who meet the academic entrance criteria. However should this not be possible due to the number of applications meeting the criteria exceeding capacity, priority will be given to looked after students or students who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after student is a student who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).

Tiebreaker When choices have to be made between students satisfying the same criteria, students living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the National Ordnance Survey set points. If two measurements are the same priority will be given to the student living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the student.

Definition of an unplaced child

If an application is received for a child outside the normal admission round first priority will be given within categories 1 -7 to pupils who have not been on a City roll during the academic year of application, and must meet one of the following criteria:

- a) Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) Children who are carers;
- e) Children who are homeless;
- f) Children with unsupportive family backgrounds for whom a place has not been sought and;
- g) Children with Special Educational Needs, impairments or medical conditions who do not have a Statement of Special Educational Need but may be covered under the Equality Act 2010.

Note:

A child will **not** be considered unplaced if the Council has allocated a school place within the normal admissions round or is able to offer a school place within a reasonable distance outside of the normal admissions round.

**Local Authority Maintained School as at 24 November 2020
Published Admission Numbers (PAN's) 2022-2023**

Schools	Published Admission Number	Number of Nursery places
Alvaston Infant and Nursery	90	26
Ashgate Primary	45	
Becket Primary	30	26
Brackensdale Primary School – Enhanced Resource School	60	26
Cavendish Close Infant	90	39
Dale Community Primary	75 KS1 / 81 KS2	
Gayton Community Junior	90	
Littleover Community School	295	
Markeaton Primary – Enhanced Resource School	60	
Meadow Farm Community Primary	30	26
Mickleover Primary	60	
Oakwood Infant	90	39
Oakwood Junior	90	
Parkview Primary	30	26
Pear Tree Infant	90	
Portway Infant	90	
Ravensdale Infant	90	30
Redwood Primary	90	50
Ridgeway Infant	90	
Roe Farm Primary	60	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary	60	
Wren Park Primary	54	

Derby City Co-ordinated Admissions Scheme – Intake Timetable 2022-2023

Action	Primary	Secondary
Applications available from	05 November 2021	14 September 2021
Closing date for applications	14 January 2022	29 October 2021
Application exchange with other local authorities	24 January 2022	15 November 2021
Confirmation to own admission authority schools of all applications available	15 February 2022	28 November 2021
Own admissions authority schools confirmed ranking completed	07 March 2022	16 December 2021
1 st offer exchange with other local authorities	14 March 2022	06 January 2022
Final offer exchange with other local authorities	28 March 2022	10 February 2022
Allocations complete	04 April 2022	17 February 2022
National Offer date	18 April 2022	01 March 2022
Closing date for appeals	3 June 2022	15 April 2022
Community and Voluntary Controlled schools waiting list maintained until	17 June 2022	17 June 2022

Derby City Council – School Admission Appeals Timetable 2022-2023

Secondary School Appeals

Action	Date
National Offer date for Secondary Schools	Tuesday 01 March 2022
Closing date for Littleover Community School Appeals, Derby Moor Community School Appeals and The Bemrose School (Secondary) Appeals NB: for details of appeal closing dates for all other secondary schools please contact the school directly	Friday 15 April 2022
Littleover Community School Stage 1 Presentation	Monday 09 May 2022
Littleover Community School Stage 2 appeals	Monday 09 May 2022 – Friday 13 May 2022

Primary School Appeals

Action	Date
National offer date for all Infant/Junior and Primary Schools	Monday 18 April 2022
Closing date for all Infant, Junior and Primary school appeals for Community or Voluntary Controlled Schools. NB: for details of appeal closure dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Friday 03 June 2022
Infant/Junior and Primary School appeal hearing dates for Community or Voluntary Controlled Schools. NB: for details of appeal dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Monday 20 – Friday 24 June 2022 w/c 27 June 2022 w/c 4 July 2022 w/c 18 July 2022 w/c 25 July 2022

Admissions Arrangements 2022/23

Derby Cathedral School Admission Arrangements

Introductory statement

Derby Cathedral School (the school) situated in the City of Derby, is an inclusive church school for students of all abilities and from all backgrounds with an open admissions procedure (see Admissions Procedure below). It operates as part of Derby Diocesan Academy Trust. The school is committed to ensuring that it serves students from all communities within the City of Derby regardless of background or faith.

Admission number(s)

The school has a Published Admission Number of 180 for entry in Year 7. Accordingly, Derby Cathedral School will admit this number of students if there are sufficient applications. Where fewer applicants than the Published Admission Number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

Places will not be available in the school sixth form until 2023.

Application process

Derby Cathedral School is part of the Local Authority's co-ordinated admissions. Applications for admission in September 2021 can be made through Derby City Council from September 2020.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order*
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered.
3. Children eligible for the Pupil Premium. Evidence of eligibility will need to be submitted with the application. Please see notes on eligibility below.

4. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
5. Siblings of pupils attending the school at the time the application is received. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.
6. Anyone else requesting a place

*A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Tie-break

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured using the local authority Geographic Information System known as GIS (*) to identify and measure the distance from the address point of an applicant's home to the address point of Derby Cathedral School. Random allocation undertaken by a person of good standing with no association with the Trust or the school will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and Derby Cathedral School is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place.

Late applications

All applications received by Derby Cathedral School after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting lists

Derby Cathedral School will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year.

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. This list will be maintained by the Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Parents/carers who wish to appeal against an admissions decision should request an appeal information letter from the school by contacting them via telephone or email. This must take place within 20 school days of the decision notification from Derby City Council's Admissions department. Information to support an appeal is then submitted C/O Chair of Governors of Derby Cathedral School and the appeal is then heard by an independent panel convened by the school's trust, the Derby Diocesan Academy Trust (DDAT).

Notes

Medical and Social Need

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school.[2] 'Medical need' does not include mild medical conditions.

Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. Families homed in mobile accommodation e.g. boat, motorhome or caravan: in these cases distance will be measured from the authorised mooring point or authorised standing/parking place. If a family is itinerant, the address point used will be that for the position occupied on the closing date for the receipt of applications to Derby Cathedral School.

(*)

Information on Address Points can be found here:

<http://www.ordnancesurvey.co.uk/oswebsite/products/address-point/index.html>

GIS Software information can be found here:

http://www.caliper.com/Maptitude/GIS_Software/default.htm

[2] If your local authority include children who they deem to be 'at risk' (or whose parents have moved because of domestic abuse etc.) as having a social need, include them in this definition.

Pupil Premium Priority

Those eligible for Pupil Premium admission priority are:

Children who:

Are currently registered as eligible for free schools meals;

- Have been registered as eligible for free school meals at any point in the last six years
- Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:
 - Universal Credit
 - Income Support;
 - income-based Jobseekers Allowance;
 - an income-related employment and support allowance;
 - support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit.



Derwent Primary School

St Mark's Road, Derby, DE21 6AL

Tel: 01332 346222

Email: admin@derwentprimary.net

Headteacher: Julie Housden

ADMISSION POLICY (2022/2023)

The published admission number is 45 pupils.

The Believe Academy Trust is the overall Admission Authority for Derwent Primary School, this is in accordance with paragraph 11 of the School Admissions Code 2014.

All applications for places are made on the applicants home local authority application form. In the majority of cases, this will be the Derby City (the local authority) common application form which is available from the local authority. Although the Governing Body has responsibility for deciding on admissions, under law the local authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Applications for the Reception Year in 2022

For entrance to the academy in September 2022 the closing date of the co-ordinated admission scheme is 15 January 2022. Offers of places will be made on the national offer date of 19 April 2022.

Late applications for the normal Year of Entry

The Believe Academy Trust may be willing to accept applications which are received late but before the date set by the Local Authority (8 February 2022) for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Derby from another area
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by the Believe Academy Trust up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Governing Body will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for Derwent Primary School or other primary/infant school places received by Derby Local Authority after the specified date will be dealt with after the offer day.

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.

In Year Applications

Details of how to apply for places in any year group, made during the school year from September 2022 onwards, will be made available on the Academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have 14 days to accept the offer of a school place.

If there is oversubscription within any year group the school will maintain a waiting list. Details will be provided on request. Inclusion in a school's waiting list does not mean that a place will eventually become available. If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days after the date of your decision letter.

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Applications outside of normal age group

Parents may request that their child is admitted outside their normal age group, for example, children born between 1st April to 31 August, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to their Local Authority for their child's normal age group at the usual time but also submit a request for admission outside of the normal age group at the same time.

For other year groups, any parent, wanting their child to be admitted out of the normal age group should submit a request, in writing, to Derwent Primary School as soon as possible.

When a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent. The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

All applications will be considered at the time they are submitted.

Oversubscription Criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from a point on the school site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of Derwent Primary School).

Pupils who have a Statement of Special Educational Need or Education, Health and Care plan, where that school is named in the child's statement will be admitted. This will reduce the number of places available for other pupils.

1. Places will first be allocated to a 'looked after child' or a child who was previously looked after in or outside of England, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the academy. Where families move into the catchment area after the closing date but before the offer date, an assessment of applications from the address the parents are living at the closing date will be made. A reassessment of the address will be made on the National Offer Date.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy. Where families move into the catchment area after the closing date but before the offer date, an assessment of applications from the address the parents are living at the closing date will be made. A reassessment of the address will be made on the National Offer Date.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the academy. Where families move into the catchment area after the closing date but before the offer date, an assessment of applications from the address the parents are living at the closing date will be made. A reassessment of the address will be made on the National Offer Date.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the Derwent Primary School (e.g. where the academy has specialist provision)
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at Derwent Primary School*.

Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Governing Body of Derwent Primary School.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at the academy within the 14 days previously specified will also lead to the withdrawal of that offer.

Waiting list

If, after the offer of available places has been made, the academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the academy in partnership with the local authority for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the academy. A waiting list will also be in operation for any other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until 31st May of each year.

Where the number of students in a particular year group falls below 45 students, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because the academy constantly receives applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the academy in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Independent Appeals

Parents have the right to an independent appeals panel in the event that their child is declined admission to the academy. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors, c/o Derwent Primary Academy, St Mark's Road, Derby, DE21 6AL within 20 school days of notification that child has not been given a place.

Definitions of terms used in these arrangements:

Looked After

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'Residence Order or Child Arrangements Order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

Brothers or sisters - sibling connection

1. For admission purposes Derwent Primary School considers the following as siblings:

- A brother or sister who share the same parents;
- A half brother or half sister, where two children share one common parent;
- A step brother or step sister, where two children are related by a parent's marriage;
- Adopted or fostered children living in the same household under the terms of a Residence Order or Child Arrangements Order.

2. Derwent Primary Academy does not consider these as siblings:

- Cousins or other family relationships not included in 1 above;
- Siblings who at 1 September 2022 will not be registered pupils at the academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary unless to do so would breach the key stage 1 class size limit. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers,

responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment area

Details of the school's defined catchment area can be found on the school's web site, obtained from the School Office or by contacting the Admissions & Exclusion Team at the Derby City Council



Admission Arrangements and Appeals Policy 2022-2023

At Firs Primary School we follow the policies and procedures as set out by Derby City Council Admissions. Below is a summary of the Admission and Appeals Policy, but for more information please go to:

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

The normal Pupil Admission Number (PAN) for Firs Primary is 50. However, due to temporary admission arrangements our PAN is currently 60 in Reception to Year 6. The temporary arrangements in each Year Group follow the count through the school.

Date: Autumn Term 2020

Review: Autumn Term 2021

Author(s): SLT

Steve Grundy (Chair of Governors)	
Paula Martin (Headteacher)	
Date:	Sep-2020

Admission Policies In Derby

Admissions Arrangements:

Application opens: November 2020

Closing dates for Applications: January 2021 (Primary)

To make an Application you can:

- Apply online - it's quick and easy and lets you track the progress of your application
- Apply by phone on 01332 642730 - this takes around 5 minutes and you will need to know the name of the school you are applying to
- Apply using a paper form - telephone 01332 642730 to ask us to send you one.

School Admissions Criteria

Below is the criteria for admissions at Firs Primary School.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (including children who were in state care outside of England). A looked after child is a child who is: (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Council will assess applications for the address the parents are living at the closing date, and will reassess applications on the National Offer Date.

4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the closing date.

Tie-breaker: When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered - subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2020/21 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/secapps or www.derby.gov.uk/primapps

For applications made outside the normal round within categories 2 to 6 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brother and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

School Admissions - Appeals

There are a number of cases each year where the school cannot offer a place, usually because they are full. If this happens to you, the Admissions service can give you information on other schools that may have places available.

If you want to take the matter further you can have your case heard by an Independent Appeal Panel who must be independent of the Council, in the case of foundation, voluntary aided schools and academies, by an Independent Appeal Panel that is independent of the school's

admission authority. How to make an Appeal is detailed in the letter you receive from School Admissions.

This section gives you information about how to appeal against a decision to refuse your child a place at a:

- Community or Voluntary Controlled School.
- Voluntary Aided Schools, Foundation Schools and Academies.
- Appeals for Community or Voluntary Controlled Schools.
- Complete an Appeal Form for a Derby City Community or Voluntary Controlled school.

Appeals can be made for more than one of your preferred schools (stated on your application form) at the same time.

You should not wait for the outcome of an appeal about one school before deciding to appeal about another.

Parents who have appealed unsuccessfully for a particular school cannot make another appeal at the same school, in the same school year, unless it can be shown that there has been a significant and/or material change in their circumstances.

Appeals for schools outside Derby City should be made in accordance with the published admission arrangements of the Council concerned.

Infant Class Size Appeals

The legal limit of 30 pupils per class in Reception, Year 1 and Year 2 classes restricts the circumstances where an Appeal Panel can allow an appeal if it takes the class group above the 30 limit. For these year groups the Appeal Panel can only uphold an appeal if it is satisfied that:

- Your child would have been offered a place if the published admission arrangements had been properly implemented; or
- Your child would have been offered a place if the arrangements had not been contrary to the school admissions code and the legislation; or
- The decision was not one which a reasonable admission authority would make in the circumstances of the case.

Whilst you may talk about your personal, social and domestic circumstances during an Infant Class Size Appeal hearing, the Appeal Panel is not allowed to consider them unless they are relevant to one of the three points above.

Author	Claire Wilkins	Target group	All employees, consultants and volunteers
Issued	October 2020		
Approved by	Admissions Panel	Next review	September 2021

Admissions Policy

This document sets out the admission arrangements for Grampian Primary Academy (the School) for the year 2022/2023. The admission arrangements in this policy were determined on 22 February 2021.

Aims

This policy aims to:

- Explain **how parents can apply** for a place for their child at the School
- Set out the School's **arrangements for allocating places to the pupils** who apply
- Explain **how parents can appeal** against a decision not to offer their child a place

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](#).

Reference in the codes and elsewhere to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of Anthem. This policy also complies with our funding agreement and articles of association.

The School will participate in the co-ordinated admission arrangements operated by the local authority and will adhere to the Local Authority Fair Access Protocol. Notwithstanding these arrangements, the Secretary of State may direct the School to admit a named student on application from the local authority. Before doing so the Secretary of State will consult the School.

How to apply

For applications in the normal admissions round parents should use the application form provided by their home local authority (regardless of which local authority the School is in). Parents can use this form to express their preference for a minimum of three state-funded schools, in rank order.

Parents will receive an offer for a school place directly from their local authority.

Consideration of applications

The School will consider all applications for places. The School has an agreed admission number of 30 (the Published Admission Number – PAN) pupils for entry in Reception. Where fewer than 30 applications are received, the School will offer places to all those who have applied. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria

accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

The School may set a higher PAN for any specific year. Before setting a PAN higher than its agreed admission number, the School will inform the local authority and reference this change on the School's website. Students will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Procedures where the School is oversubscribed

If the School is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

- A 'looked-after child' or a child who was previously looked after but immediately after being looked-after became subject to an adoption, residence, or special guardianship order. A looked-after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- Children with a sibling attending the school at the time of application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child at the time of application and/or at the time of admission. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots.
- Children living within the Catchment Area (see attached map).
- Other children by distance from the School, with priority for admission given to children who live nearest to the School. Distance will be measured by Derby City computer software, calculated electronically to three figures after the decimal point (e.g. 1.543 miles). The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Tie-break

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used. In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the School will use random allocation as a tie breaker to decide between applicants. This

process will be independently verified by someone who does not work at the school or the local authority.

Multiple births and siblings in the same year

In the case of multiple births (e.g. twins, triplets) and where there is only one place available in the School, these will be considered together as one application and the School is authorised to exceed its admission number.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

Children of UK Service Personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply;

- If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family do not have a confirmed address at the time of application.
- Where an application is not supported by an official letter, or is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided. An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

In all cases where parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, we will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN we will consider the circumstances of each case including:

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry.
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria.
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive.

The School has discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

Children below compulsory school age

Where children below compulsory school age are offered a place at the School, they will be entitled to attend the School full-time in the September following their fourth birthday. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days correspond to school terms. They are 31 December, 31 March and 31 August.

Parents may defer their child's entry to the School until later in the School year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the School year the offer was made for. Where the parents wish, children may attend part-time until later in the School year but not beyond the point at which they reach compulsory school age. Parents must contact the Headteacher to make these arrangements.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to School until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in 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

If applying during the normal admissions round, parents must apply for a place in the child's normal age group at the usual time. At the same time, parents may make their application for admission out of the normal age group. 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. 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 be informed of the School's decision before April 16 and will always be informed of the reasons for any decision on the year group a child should be admitted to. Once informed of the School's decision, parents may withdraw their application for the normal age group if their application for deferment is agreed or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make an in-year application (see below). 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.

Operation of waiting lists

Where in any year the School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list for admissions will be ranked again every time a child is added, in line with the published oversubscription criteria. For the intake year the list is held until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

In-year applications

Parents can apply for a place for their child at any time outside the normal admissions round.

Applications for in-year admissions should be sent to admissions@grampian.derby.sch.uk. As is the case in the normal admissions round, all children whose EHCP names the School will be admitted. The School will admit up to the PAN of the respective year group at the point of entry in all year groups. If this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place although the year group has not reached the School's PAN.

If there are no spaces available at the time of the application, the child's name may on request be added to the waiting list for the relevant year group. Please see above for how the waiting list is operated.

Appeals

If an application for a place at the school is unsuccessful (whether made during the normal admissions round or in-year), parents will be informed why admission was refused and given information about the process for hearing appeals. If parents wish to appeal, they must set out the grounds for the appeal in writing and send it to admissions@grampian.derby.sch.uk or contact the School Office 01332765546.

Monitoring of this policy

This policy will be reviewed and approved by Anthem every year.

Whenever relevant changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the School will publicly consult on these changes in accordance with the Admissions Code.

Griffe Field Primary School
Grosvenor Drive
Littleover
DERBY
DE23 3UQ



Telephone: 01332 515718
Fax: 01332 516542

Pupil Admissions – Derby City Council is the Admissions Authority for Griffe Field Primary School

Contact details for Admissions:

Email: primary.admissions@derby.gov.uk
Post address: Primary School Admissions
The Council House
Corporation Street
DERBY DE1 2FS
Phone: 01332 642729
Minicom: 01332 640666

As Derby City Council is the Admissions Authority for Griffe Field Primary School they are responsible for determining the admissions arrangements and criteria for admissions to the school. These arrangements can be found at www.derby.gov.uk, by following the links 'Education and Learning', 'Schools and colleges', 'Primary School admissions', 'Determined Admission Arrangements'. The governors would like to refer you to the attached Annex 1 of this document which informs parents of the Admissions criteria determined by the Council, which is briefly described below.

To Reception is the School Year (1st Sept. - 31st Aug.) in which a child becomes 5.

The Standard Admission Number for the school is 60 and this is the number of pupils that will be admitted into the Reception year. Applications should be made to Derby City Council no later than 15 January, before the school year in which your child will start school.

Places are awarded using the following criteria:

1. Children who are or have been looked after by a local authority in accordance with Section 22(1) of the children Act 1989.
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the closing date of 15 January.

Where there are more children in any group than spaces, places will be offered by proximity to the school (Derby City Council measure). Unsuccessful applicants can appeal directly to the school and the details of this procedure will be given at the time.

Most children will be admitted to Reception in the September of that school year. If your child has Special Educational Needs or might benefit from a later start, when they are a little more mature, you could discuss this with the school.

Admissions to other Year Groups.

Admissions to other year groups will be made up to the agreed number for each year group and subsequently at the Governors' discretion, having due regard to LA policies and the need not to prejudice efficient education and use of resources. Applications can be made by completing the Council's Common application form available from the Admissions Section by completing the e form at <https://secure.derby.gov.uk/forms/?formid=346> or by telephoning the department 01332 642729.

If you are moving house.

Please contact Derby City Council Admissions department for information tel 01332 642728 or email primary.admissions@derby.gov.uk

The school's catchment area is:

Ambervale Close
Appledown Way
Aster Gardens
Birchway Grove
Bramblewick Drive
Brindle Way
Brookdale Drive
Bowbank Close
Callow Hill Way (69 upwards, odds
58 to 68 evens)
Cherrydale Court
Comfrey Close
Cranberry Grove
Fairford Gardens
Fieldfare Court
Greenmount Close
Groombridge Crescent
Grosvenor Drive
Hargreaves Close
Hebden Close
Hollybrook Way (50 & upwards, evens)
Ivy Leaf Way
Kelvedon Drive
Kilsney Court
Maize Close
Malham Road
Meadow Brook Close
Mossvale Drive
Nettleton Close
Portico Road
Queensbury Chase
Richmond Close
Sedgemoor Way
Shiregate Gardens
Squires Way (19 & upwards, odds
22 & upwards, evens)
Summerville Close
Templebell Close
Watermint Close
Wheathill Grove
Wintergreen Drive
Woodale Close

Hackwood Primary Academy

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 60

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would

like their child to attend. Schools and Academies do not always have enough places available for every child whose parents have applied for a place. If this happens, the Trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after, or who have previously been looked after by a local authority or outside of England in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 7 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

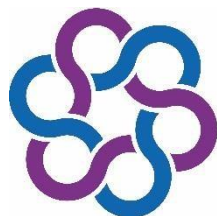
The Academy / Council will keep a waiting list of children who have not been offered places at the academy. They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list.

Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.

Lakeside Primary Academy

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would like their child to attend. Schools and Academies do not always have enough places

available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy\ . They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list. Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been

decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.

DETERMINED

Landau Forte Academy Moorhead



Landau Forte Academy Moorhead
Brackens Lane, Alvaston, Derby, DE24 0AN

Tel 01332 571162
Fax 01332 886101

www.lfadm.org.uk

Interim Principal: Mrs R McNeil

Session times: 8.45am-3.15pm

Admissions Policy 2022-2023

Boys and girls will be admitted to the Academy on a full-time basis without any reference to ability or aptitude, from the "current catchment" area served by the Academy. The maximum number of new children to be admitted during the 2022/2023 Academy year has been set at 45 in reception, 40 in all other year groups, by the Department for Education and the Academy's Governing Body.

Over-Subscription Criteria

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the Academy and have brothers or sisters already attending Landau Forte Academy Moorhead at the time of their admission.
3. Children who do not live in the catchment area served by the Academy but who have brothers or sisters attending the Academy at the time of their admission.
4. Other children living in the catchment area at the time of admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not express a preference by the date suggested by the Authority each year.

Tiebreaker for applications of equal strength: shortest available route from the Academy measured by a straight line using the Council's measuring system.

Academy Appeal Dates for Academy entry into Reception class in September 2022

National offer date:	April 2022
Deadline for lodging appeals:	TBC
Date all on time appeals to be heard by:	TBC
Appeal dates and application forms:	To be confirmed – please contact Mrs Tatem at the Academy on 01332 571162 for further information.

Notes:

"Catchment area"

As defined by the Local Authority

"Looked after child"

A looked after child is a child who is a) in the care of the local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

"Brother or sister"

A brother or sister is classed as having one or both natural parents in common, are related by parent's marriage or are adopted or fostered. A brother or sister must be living at the same address.

Determined Admission Arrangements for September 2022

Lees Brook Community School is an Academy which is part of the Northworthy Trust and does not select on the basis of ability.

Our Published Admissions Number (the number of places in each year group) is 219.

Applications for a place at Lees Brook Community School for September 2022 should be made by stating the school as a preference on the Derby City Education Authority common application form. This form must be returned to Derby City Council by the closing date of 31st October 2021.

Where applications exceed the number of places available in the appropriate year group (after the admission of pupils with Statements of Special Educational Needs where Lees Brook is named in the Statement), the following criteria are applied by the Governing Body in the order set out below:

1. Children who are looked after (in the care of or accommodated by Derby City Council or another local authority). See note below.
2. Children who appear to Derby City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who are both living in the catchment area served by the school and have brothers or sisters still attending the school at the time of their admission.
4. Other children living in the catchment area at the time of admission. For those families who move after the closing date, but before the offer date, the Local Authority will assess applications from the address where the parents were living at the closing date, and reassess applications on the National Offer Date.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters attending the school at the time of their admission.
6. Other children whose parents have stated Lees Brook Community School as a preference on the common application form.
7. Children whose parents stated Lees Brook Community School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.

In categories 3 to 6, when choices have to be made between children satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. In category 7, places will be allocated in the same order of priority as for categories 3 to 6. Where children in category 7 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school.

Notes:

- a) The school reserves the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.
- b) The school will not consider more than one application on behalf of the same student in a single academic year unless the school considers there is a significant change in the particular circumstances of that student.

Notification

Offer letters will be issued by the Local Authority on the National Offer Date (1st March or the first working day after).

Right of Appeal

Should the school be unable to offer places to all students who have applied those parents/guardians will have the right to appeal to:

The Clerk to the Governors, The Independent Appeals Panel, c/o Lees Brook Community School, Morley Road, Chaddesden, Derby, DE21 4QX

Waiting List

If the number of applications exceeds the number of places available, the school will then keep a waiting list of children who have not been offered places. Those children will be listed according to the priority order established at the time of admission.

Applications Made Outside of the Normal Round of Admissions

An application for a place can be made at any point during the school year by stating Lees Brook Community School as a preference on the common application form obtained from and returned to Derby City Council. The school will consider the application against the above criteria and a place will be offered by Derby City Council if one is available.

Looked After Children

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to any 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Littleover Community School



and Sixth Form Centre

Admissions Policy January 2021

School Leader	J. Wilding		
Link Governor	Jamie Cameron		
Policy approved on (date):			
By:	Jamie Cameron	Signed:	
Last reviewed on :		2 nd October 2019	
By:	Jamie Cameron	Signed:	
Date of next review :		18/01/2022	

GOVERNORS' POLICY ON ADMISSIONS

As a Local Authority school, LCS is bound by Derby City Council admissions procedures.

The admissions procedures for new intake students in Year 7 each September are as laid down by the Local Authority as follows:

Priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'Looked After Child' or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangements, or special guardianship order. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the closing date.

If the school is oversubscribed, after the admission of pupils with a statement of Special Educational Needs & Disabilities (SEND), or an Education Health and Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out above.

All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at <https://secure.derby.gov.uk/forms/?formid=346>.

All enquiries regarding admissions should be made to:

**Derby City Council,
Children and Young People,
School Admissions Section,
The Council House,
Corporation Street,
Derby,
DE1 2FS**

Tel: 01332 642724

Email: Admissions@derby.gov.uk

Fair Access Protocol

All schools within Derby City are partners within the Fair Access Protocol. Students who are the subject of a direction by a Local Authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

The school reserves the right to object to the admission of any student if it is felt there are specific and valid reasons for doing so.

School policy will be reviewed on an annual basis, in accordance with Local Authority procedures.

Applying for places at Sixth Form

Littleover Community School Sixth Form offers a wide range of AS and A Level courses. We usually aim to recruit approximately 175 students into Year 12 and we welcome applications from students who have studied their GCSEs in other schools. In a typical year approximately 60 students will be from schools other than Littleover Community School and all applications are considered on an equal basis.

Applications should be made via our on-line application form, available on the school website. Applications typically open after the Sixth Form Open Evening in mid-October and close at the end of the first week in December.

The minimum entry criteria for Littleover Community School Sixth Form is Maths and English Language graded 5 or above and at least 3 other GCSE's graded 5 or above, students must also achieve a grade 6 or above in subjects that they wish to study at A Level. Where students plan to study subjects that they have not studied at GCSE level it is expected that they achieve grade 9-6 in subjects that have a similar skill set. Students wishing to study Further Maths must have an 8 or 9 in GCSE Maths and students wishing to study Maths must be graded 7-9 in GCSE Maths. Students who wish to study A Level Physics, Chemistry or Biology must have a grade 9-6 in GCSE Maths, as well as in the relevant Science GCSE.

Students joining us from schools other than Littleover will be required to provide evidence of their GCSE grades in the form of GCSE certificates or official results notification documents from their current school. Places in the Sixth Form will only be confirmed once this evidence has been received and students who fail to declare their GCSE results accurately will be refused places, or removed from roll.

More details of courses offered, entry requirements and the application process are available from the Sixth Form section of the school website, where a PDF version of our full prospectus is also available. Please see link below:

<https://www.littleover.derby.sch.uk/sixthform.php>

MURRAY PARK SCHOOL ADMISSION ARRANGEMENTS 2022-23

Status of the school

Murray Park is an 11-16 Foundation School. This means that the Governing Body retain ownership of the school and is the employer of the staff.

Admission arrangements

To apply for a school place at Murray Park School for September 2022, please complete the form which can be found on the Derby City Council website, or you can follow this link:

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/secondary-schools-admissions/apply-for-year-7-at-secondary-school/>

If your child has an Education Health Care Plan (EHCP) you need to contact Derby City Council's Vulnerable Learners' Service on 01332 641414.

Applications for admission will be considered from pupils, who are aged 11, without reference to aptitude or ability.

The admission number for September 2022 is 230. Additional accommodation is being provided at the school with a view to increasing the PAN up to a maximum of 330. Pupil numbers and projections will continue to be monitored and reviewed, liaising closely with the LA over the phasing of the opening of the places.

Priority for admission will be given to children whose parents have requested a place using the Common Application Form obtained from the Local Authority the child is resident in.

If the number of applications exceeds the number of places then the following criteria will apply, in order of importance:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order⁶⁷. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) or (c) in state care outside of England and have ceased being in state care as a result of being adopted, also received the same highest priority for admission into a school in England.
2. Those living in the defined "normal catchment" area (map available)
3. Siblings of those students who will be attending the school at the date of admission – in order of proximity. Where a family moves after the closing date, we will assess applications from the address the parents are living at the closest date, and will reassess applications on the national offer date.
4. Proximity to the school.

In cases of a tiebreaker for applications of equal strength, preference will be given to the applicant with the shorter proximity to the school measured by the shortest available route from the home to the main school entrance. The route will be measured by straight lines using the National Ordnance Survey set points.

Siblings are defined as brothers and sisters who are either a blood relative or are a sibling by legal adoption or fostering. Brothers and sisters must be living at the same address.

Parents of children not offered a place will be informed of their right of appeal to an independent appeal panel.

In cases where an appeal is unsuccessful, the governors will not accept a further appeal during the same academic year unless there are significant and/or material changes in circumstances of the child, or the school for which supporting documentary evidence will be required.

The school will observe the locally agreed Fair Access Protocols which may take precedence over the above criteria.

Addendum:

Please see this link for the latest government guidance around appeals in a COVID-19 climate: <https://www.gov.uk/government/publications/admission-appeals-for-school-places/coronavirus-covid-19-school-admission-appeals>

The regulatory changes came into force on 24 April 2020 and will remain in force until 31 January 2021*.

The changes mean:

- admission authorities will have sufficient time to deal with the annual peak in appeals for children due to start new schools at the beginning of September 2020
- parents will continue to have the right to appeal to any school which has refused their child a place

Summary of changes

The new regulations:

- disapply the requirement that appeals panels must be held in person and instead give flexibility for panel hearings to take place either in person, by telephone, video conference or through a paper-based appeal where all parties can make representations in writing
- relax the rules with regard to what happens if one of the 3 panel members withdraws (temporarily or permanently) to make it permissible for the panel to continue with and conclude the appeal as a panel of 2
- amend the deadlines relating to appeals for the time that the new regulations are in force

Changes to appeal deadlines

The new regulations provide more flexibility for admission authorities to set new or revised deadlines for submitting an appeal.

Our amendments to deadlines will ensure that appellants will be given:

- at least **28 calendar days**' written notice of a new appeal deadline
- at least **14 calendar days**' written notice of an appeal hearing (although appellants can waive their right to this)

All deadlines for the hearing of appeals must be as soon as reasonably practicable.

Decision letters should be sent within **7 calendar days** of the hearing, wherever possible.

*Due to the ongoing pandemic situation, dates TBC on review of the situation in 2022

In-year transfers

If you are applying for a school place at another time during the school year, please follow this link and complete the form as requested. <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/secondary-schools-admissions/apply-to-change-secondary-school/index.html>

Once your application has been made, Derby City Council will assess your application and make contact with next steps.

NURSERY ADMISSIONS POLICY



Prepared for:

Parkview Primary School

Springwood Drive

Oakwood

Derby

Date: May 2020

Author: Marie Jarvis

Review date : March 2022 (Every 3 years)

ADMISSIONS TO NURSERY

- Admission to Nursery is dealt with by our School Business Manager or School Administrator. The school will always follow the Derby City Admission Criteria but we can offer non-catchment places.
- We offer 52 places – 26 morning and 26 afternoon. Children will be offered 5 sessions, either mornings or afternoons, 3 hours per session. These sessions run on the following times: a.m. 8.45 – 11.45
p.m. 12.30 – 3.30
- We also offer 2.5 days (Monday, Tuesday and Wednesday AM or Wednesday Pm, Thursday and Friday).
- Children will be accepted into our Nursery each September from the age of 3. Very often, we offer places to children who become 3 yrs between September – December.
- Nursery places are offered to parents/carers during January/February before your child is due to start in September of the same year so please ensure we receive your registration form early to avoid any disappointment.

Admission Criteria to Foundation Stage One

1. Children living within the school's normal area who have an elder brother or sister at the school at the time of their admission.
2. Other children living in the normal area.
3. Children outside the normal area who have a brother or sister at the school at the time of their admission.
4. Other children living at an address within the ecclesiastical parish of Oakwood, whose parents have expressed a preference for their child to attend Parkview Foundation 1 (Nursery). These children will be allocated places on age basis (eldest first).

Parkview Primary Catchment Area Roads

- + Alderley Court
- + Applegate Close
- + Barnstaple Close
- + Bonnyrigg Drive
- + Brambleberry Court
- + Caldermill Drive
- + Cherrybrook Drive
- + Churchdown Close
- + Cornflower Drive
- + Countisbury Drive
- + Cressbrook Way
- + Dunkery Court
- + Elkstone Close
- + Evergreen Close
- + Field Head Way
- + Foxley Court
- + Holmoak Close
- + Larkspur Court

- + Limedale Avenue
- + Marigold Close
- + Meadow View Close
- + Oakdale Gardens
- + Oakside Way
- + Opal Close
- + Pearl Close
- + Pentland Close
- + Porlock Court
- + Selworthy Close
- + Sherston Close
- + Silverburn Drive 52-92 evens and 45-85 odds
- + Smalley Drive 124-152 evens and 121-151 odds
- + Solway Close
- + Springwood Drive 60-122 evens only
- + Teviot Place
- + Tissington Drive
- + Winchcombe Way
- + Woodrising Close

- Applications satisfying the same criteria will be decided on the basis of a straight line measurement from the centre of the main 'dwelling' to the school using the National Ordnance Survey set points.
- Children with special needs which can best be met by our nursery, and Children Looked After will be considered for priority application.
- Parents interested in Parkview's Nursery will fill in a registration form. Office staff will then allocate and offer places based on the above admission criteria.
- **Nursery places do not guarantee admission into Reception at Parkview**

ADMISSION POLICY FOR MAIN SCHOOL

As this is an oversubscribed school, Parkview has to give priority to children based on the Council's criteria. The structured Admissions procedure follows very strict guidelines which this State school must follow.

All applicants must complete a Common Application form available from the Council or the school.

The order of priority for admission to school is:

- Children who are looked after in the care of, or accommodated by, Derby City Council or another local authority.
 - Children living in the normal area who have siblings in school at the time of admission.
 - Other children in the normal area at the time of admission.
 - Children outside normal area who have brothers and sisters in school at the time of their admission. Other children whose parents have expressed a preference for their child to attend Parkview.
- Applications satisfying the same criteria will be decided on the basis of a **straight-line measurement** from the centre of the main 'dwelling' to the school using the National Ordnance Survey set points. From September 2006 all applications to schools have to be dealt with by the Council. You can express a preference for up to **two** schools.

You will be sent an offer by the Council of one school place in April. All parents in the City will be sent a letter in this month and not before. We will initially offer 30 places in Reception for September. Unfilled places will be offered to children on our waiting list, applying the Admissions criteria.

You may defer your child's entry to school until the start of the term after their fifth birthday. In line with this National policy, parents of some children offered a place in Reception from September may defer their movement from Nursery up to Reception without losing their Reception place. Children moving up to Reception in January would only have 2 terms in this class - the choice is between Nursery or Reception.

If we cannot offer your child a place in our Reception class, then the child may remain in our Nursery until the receiving school admits them.

If we cannot offer your child a place at Parkview, you have a right to appeal to an independent panel. For information about this ring Derby City's School Placement Manager 01332 716936, or 716938 or 716940.

You can find this on <https://www.parkview-sch.co.uk/admissions/>



Pear Tree Community Junior School Admission Arrangements and Appeals Policy 2022-23

At Pear Tree Community Junior School, we follow the policies and procedures as set out by Derby City Council Admissions. Below is a summary of the admission and appeals policy but for more information please go to:

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

The current Pupil Admission Number (PAN) for Pear Tree Community Junior School is 90.

Admissions Arrangements Application opens: November 2022 Closing dates for applications: January 2023 (Primary)

To make an application you can:

- apply online - it's quick and easy and lets you track the progress of your application
- apply by phone on 01332 642730 - this takes around 5 minutes and you will need to know the name of the school you are applying to
- apply using a paper form - telephone 01332 642730 to ask us to send you one.

School Admissions Criteria

Below are the criteria for admissions at Pear Tree Community Junior School. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (Including children whom were in state care outside of England). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the closing date.

Tie-breaker

When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2022/23 admissions round.

Pear Tree Community Junior School Admissions Arrangements and Policy – February 2021

Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/secapps or www.derby.gov.uk/primapps

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

School Admissions - Appeals

There are a number of cases each year where the school cannot offer a place, usually because they are full. If this happens to you, the Admissions service can give you information on other schools that may have places available.

If you want to take the matter further you can have your case heard by an Independent Appeal Panel who must be independent of the Council, in the case of foundation, voluntary aided schools and academies, by an Independent Appeal Panel that is independent of the school's admission authority. How to make an Appeal is detail in the letter you receive from School Admissions.

This section gives you information about how to appeal against a decision to refuse your child a place at a:

- community or voluntary controlled school
- voluntary aided schools, foundation schools and academies
- appeals for community or voluntary controlled schools
- complete an appeal form for a Derby city community or voluntary controlled school.

Appeals can be made for more than one of your preferred schools (stated on your application form) at the same time.

You should not wait for the outcome of an appeal about one school before deciding to appeal about another.

Parents who have appealed unsuccessfully for a particular school cannot make another appeal at the same school, in the same school year, unless it can be shown that there has been a significant and/or material change in their circumstances.

Appeals for schools outside Derby City should be made in accordance with the published admission arrangements of the Council concerned.

February 2021



TRISTON TRUST
TRUSTEES



RAVENSDALE JUNIOR SCHOOL

ADMISSIONS POLICY

2020 – 2022

RAVENSDALE JUNIOR SCHOOL

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The governing body of Ravensdale Junior School is the Admissions Authority for the school and they intend to admit up to 90 pupils to each of the four year groups – Year 3, Year 4, Year 5 and Year 6. The total planned admission number is 360. This arrangement follows consultation between the governing body, the LA, all other schools in the area and all other Admission Authorities in the area. Ravensdale Junior School will continue to follow the admissions protocols set out by Derby City Council.

1. Introduction

- 1.1 This scheme for admission to infant, junior, primary and secondary schools is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.
- 1.2 The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications are made through one body.
- 1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary controlled, voluntary aided, trust, foundation, academies and free schools, the neighbouring local authority of Derbyshire and any other applicable local authority.
- 1.4 Derby City Council will be the only body to transmit an offer on behalf of all other admission authorities to a Derby resident of a single place at any infant, junior, primary or secondary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.
- 1.5 The scheme's admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust, foundation and free schools to set and apply their own admission arrangements.
- 1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

2. Applying for a school place

- 2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, using the common application form, or by telephone to the Local Authority.

- 2.2 **Reception intake and junior transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's nursery, infant or primary school on or around 05 November 2020.
- 2.3 **Secondary transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's primary/junior school at the beginning of Year 6.
- 2.4 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance.
- 2.5 Parents can state preferences for any combination of the following schools:
- Community
 - Voluntary Aided
 - Voluntary Controlled
 - Foundation
 - Academy
 - Trust
 - Free
- 2.6 Parents are invited to state three preferences for primary and junior transfer and four preferences for secondary transfer online; on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.
- 2.7 Parents will apply direct to their home authority.
- 2.8 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 15 January 2021. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes may result in an 'on-time' application being re-classified as a 'late' application.
- 2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2020. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes may result in an 'on-time' application being reclassified as a 'late' application.

3 The offer of a place

- 3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2021. Parents who applied online will also be able to view the decision online on 16 April 2021 by logging into their account.

- 3.2 **Secondary transfer** - parents will be sent a letter by second class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 1 March 2021. Parents who applied online will also be able to view the decision online on 1 March 2021 by logging into their account.

4 Applications outside of the normal admission round

- 4.1 All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at <https://secure.derby.gov.uk/forms/?formid=346>.
- 4.2 Parents will be invited to state three preferences for in rank order on the common application form/e-form.
- 4.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 4.4 The offer of a place at any maintained Derby City school (excluding Free Schools and Landau Forte Secondary College) will be made by Derby City Council on behalf of the admission authority concerned.
- 4.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.
- 4.6 There are some cases when a school may refuse admission even if it has places available. These are:
- twice permanently excluded children within two years of the last exclusion
 - children with challenging behaviour making in-year admissions. Schools must refer this to the local authority to be dealt with under the Fair Access Protocol.

5 Right of Appeal

This scheme does not alter the parents' right to appeal. Any parent, whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from infant to junior school). Parents who have missed the normal deadlines for applying for admission, or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

6 Late applications

- 6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.
- 6.2 Places will be allocated where no application has been received after those who have made late applications.
- 6.3 Parents will not be allowed to change their preferences after the relevant national closing date, unless they have moved address into a different catchment area, or have had a house move fall through for which documentary evidence may be required.

7 Waiting lists

- 7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.
- 7.2 The waiting lists will be established on the offer day will be maintained up to the end of the Autumn Term and ranked according to each admission authority's oversubscription criteria. Lists will then be passed to foundation, trust, academy, free and voluntary aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 642730 from the 15 June each year.
- 7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

8 Information required by voluntary aided and free schools

- 8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.
- 8.2 In addition to the common application form each voluntary aided or free school may have their own supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus and these forms are to be returned direct to the schools.
- 8.3 These supplementary forms are **not** application forms for admission to voluntary aided or free schools. The forms are considered an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.

8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:

- (a) **All applications** - obtain a copy of the supplementary information form from the school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack;
- (b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by the 15 January 2021; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2021.
- (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2020; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 October 2020.

8.5 The supplementary information provided by parents will be used by the school in applying their admission criteria. This information is in addition to the standard information supplied on the Common Application Form.

8.6 Where the required supplementary information form is not submitted to the school in support of the Common Application Form, it may affect the consideration of the preference expressed by the governing body of that school.

8.7 The completion and return of the supplementary information form does not guarantee a place at the school.

9 Fraudulent or Misleading Applications.

9.1 All cases of potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied for.

9.2 The minimum original documentation required to determine residency will be end of tenancy or proof of sale of the original property, tenancy agreement or proof of purchase of the new property, for example a solicitor's letter about the completion of the sale and the exchange of contracts.

9.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party

- 9.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence which can include ad-hoc visits to the properties in question.
- 9.5 Those found to have submitted a fraudulent or misleading application will have their offer withdrawn and be advised of the right of appeal against the decision. If a child has already started a school and it then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

10 Changing Address

- 10.1 If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address.
- 10.2 If a child moves after the closing date but before the offers have been made, The Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day we will update the address for waiting list purposes if we haven't been able to offer you your preferred school.
- 10.3 If a child changes address after the National Offer Day, and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

11 Fair Access Protocol

- 11.1 All schools within Derby City are partners within the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

12 Placement of pupils out of their chronological age group

- 12.1 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.
- 12.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

- 12.3 All parents can request that the date their child's admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and can also request that their child takes up a place part-time until the child reaches compulsory school age. Such requests will be considered in consultation with the school and/or the Local Authority.
- 12.4 **IMPORTANT** the year group with which a child is taught has implications for a child's social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to secondary, to post 16 and to higher education; for the timing of public examinations; and for the stage in the child's education at which he or she reaches the end of compulsory school age.
- 12.5 **Summer born children** -The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday (*A child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August*). For summer born children this could be a full school year (into Year 1) after the point at which they could first be admitted.
- 12.6 For summer born children starting school parents can request that their child attends part-time until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. (*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely*).
- 12.7 Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.
- 12.8 **Delayed entry into reception class for summer born children** - where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, **they must put this request in writing to us during the normal admissions round (05 November 2020 to 15 January 2021)**. All requests for summer born children to have delayed entry will be agreed.

- 12.9 **Placement of children above/ below their chronological age group – Secondary - above** - consideration of exceptional circumstances for placement of pupils above their chronological age group may be applied where the pupil demonstrates exceptional intellectual interests, skills and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group. *At a minimum they have achieved exceptional levels in *all* areas of the National Curriculum.
- 12.10 **Below** - a child ceases to be of compulsory school age on the last Friday of June in the year they become 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children will take their GCSE examinations.
- 12.11 **Secondary Transfer** – it will be for the admissions authority of the secondary school to decide whether to admit the child out of their normal age group
- 12.12 **Next Steps** -The local authority and head teacher of the school concerned should carefully consider all determining factors of each case before making a recommendation for early/ delayed admission/ transfer. For a child with Special Educational Needs it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.
- 12.13 For children with a Statement of Special Educational Needs (SEN) or and Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEN or EHCP.

*Supporting documentation from professionals involved may be required

13 Further information on School Admissions

- 13.1 **School Leaving Age** the government has changed the law so that all young people are required to continue in education or training until the end of the academic year in which they will turn 18. Young people will have a choice about how they do this. It could be through full time education in school or college, an apprenticeship or full time employment combined with part time education. The school leaving age (referred to in paragraph 11.12) will remain the same.
- 13.2 Derby City Council, Children and Young People, School Admissions Section, The Council House, Corporation Street, Derby, DE1 2FS Tel: 01332 642724 Email: Admissions@derby.gov.uk
- 13.3 Visit the website at www.derby.gov.uk/admissions to access further information, useful forms and the Admissions Handbooks.
- 13.4 The School Admissions Code 2014
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)
- 13.5 The School Admission Appeals Code 2012
<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/>

[attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

13.6 DfE advice on the admission of summer born children

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf

NB: Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

Annex 1

Admissions Arrangements

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who appear to Derby City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
3. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
6. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date.

Tie-breaker When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2021/22 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/admissions

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

Closing dates for applications: 31 October 2020 (Secondary)
15 January 2021 (Primary)

Littleover Community School - Applying for places at Sixth Form

Littleover Community School Sixth Form offers a wide range of AS and A Level courses. We aim to recruit approximately 175 students into Year 12 and we welcome applications from other schools. In a typical year approximately 60 students will be from schools other than Littleover Community School and all applications are considered on an equal basis.

Applications should be made via our written application forms that are available from the school or to download from the school website. Applications open after the Sixth Form Open Evening in mid- November and close at the end of the first week in December.

The minimum entry criteria for Littleover Community School Sixth Form is Maths and English Language graded 5 or above and at least 3 other GCSE's graded C or above. However, the vast majority of students who receive offers will achieve 8 or more A*-C/9-5 grades with A*-B/9-6 in the subjects they wish to study at A Level.

Where students plan to study subjects that they have not studied at GCSE level it is expected that they achieve grade A*-B/9-6 in subjects that have a similar skills set. Students wishing to study Further Maths must have an 8 or 9 in GCSE Maths and students wishing to study Maths must be graded 7-9 in GCSE Maths.

More details of courses offered and the application process are available from the Sixth Form section of the school website where a PDF version of our full prospectus is available. See link below. <http://www.littleover.derby.sch.uk/sixthform.php>

You can get more information on how the new GCSE grading system works at <http://www.aqa.org.uk/about-us/supporting-education/policy/gcse-and-a-level-changes/structure-of-new-gcses/9-1>

Over Subscription Criteria

The school aims to offer a place to all students who meet the academic entrance criteria. However should this not be possible due to the number of applications meeting the criteria exceeding capacity, priority will be given to looked after students or students who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after student is a student who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).

Tie-breaker When choices have to be made between students satisfying the same criteria, students living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the National Ordnance Survey set points. If two measurements are the same priority will be given to the student living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the student.

Definition of an unplaced child

If an application is received for a child outside the normal admission round first priority will be given within categories 1 -7 to pupils who have not been on a City roll during the academic year of application, and must meet one of the following criteria:

- a) Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) Children who are carers;
- e) Children who are homeless;
- f) Children with unsupportive family backgrounds for whom a place has not been sought and;
- g) Children with Special Educational Needs, disabilities or medical conditions but do not have a Statement of Special Educational Need.

Note:

A child will **not** be considered unplaced if the Council has allocated a school place within the normal admissions round, or is able to offer a school place within a reasonable distance outside of the normal admissions round.

Annex 3**Published Admission Numbers (PAN's) 2021-2022**

Schools	Published Admission Number	Number of Nursery places
Alvaston Infant and Nursery	90	26
Ashgate Primary	45	
Becket Primary	30	26
Brackensdale Primary School – Enhanced Resource School	60	26
Cavendish Close Infant	90	39
Dale Community Primary	75 KS1 / 81 KS2	
Gayton Community Junior	90	
Littleover Community School	295	
Markeaton Primary – Enhanced Resource School	60	
Meadow Farm Community Primary	30	26
Mickleover Primary	60	
Oakwood Infant	90	39
Oakwood Junior	90	
Parkview Primary	30	26
Pear Tree Infant	90	
Portway Infant	90	
Ravensdale Infant	90	30
Ravensdale Junior	90	
Redwood Primary	90	50
Ridgeway Infant	90	
Roe Farm Primary	60	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary	60	
Wren Park Primary	54	

Derby City Co-ordinated Admissions Scheme – Intake Timetable 2021-2022

Action	Primary	Secondary
Applications available from	05 November 2019	09 September 2019
Closing date for applications	15 January 2020	31 October 2019
Application exchange with other local authorities	23 January 2020	15 November 2019
Confirmation to own admission authority schools of all applications available	15 February 2020	28 November 2019
Own admissions authority schools confirmed ranking completed	06 March 2020	16 December 2019
1 st offer exchange with other local authorities	13 March 2020	06 January 2020
Final offer exchange with other local authorities	27 March 2020	10 February 2020
Allocations complete	04 April 2020	17 February 2020
National Offer date	16 April 2020	02 March 2020
Closing date for appeals	3 June 2020	17 April 2020
Community and Voluntary Controlled schools waiting list maintained until	16 June 2021	16 June 2021

Derby City Council – School Admission Appeals Timetable 2021-2022

Secondary School Appeals

Action	Date
National Offer date for Secondary Schools	Monday 02 March 2020
Closing date for Littleover Community School Appeals, Derby Moor Community School Appeals and The Bemrose School (Secondary) Appeals NB: for details of appeal closing dates for all other secondary schools please contact the school directly	Friday 17 April 2020
Littleover Community School Stage 1 Presentation	Monday 11 May 2020
Littleover Community School Stage 2 appeals	Monday 11 May 2020 – Friday 15 May 2020

Primary School Appeals

Action	Date
National offer date for all Infant/Junior and Primary Schools	Thursday 16 April 2020
Closing date for all Infant, Junior and Primary school appeals for Community or Voluntary Controlled Schools. NB: for details of appeal closure dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Wednesday 03 June 2020
Infant/Junior and Primary School appeal hearing dates for Community or Voluntary Controlled Schools. NB: for details of appeal dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Monday 22 – Friday 26 June 2020 w/c 29 June 2020 w/c 6 July 2020 w/c 13 July 2020 w/c 20 July 2020

Reigate Park Primary Academy

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 60

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would like their child to attend. Schools and Academies do not always have enough places available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy\ . They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list.

Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.

Shelton Junior School



Determined Admissions Arrangements for 2022 - 2023

Headteacher Approval  Name: Mr Jon Bacon Date: 28/01/2021	Governor Approval  Name: Ms K Phillips Date: 29/01/2021	Shelton Junior School <i>Determined Admissions Arrangements for 2022 - 2023</i> Last Reviewed: Jan 2021 Review date: Jan 2022
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Policy review dates and changes

[illegible]

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Within its Admission Procedures the school aims:

- To give children and parents/carers as much information as possible about Shelton Junior School and the education we provide.
- To make each child's start at school a happy and successful one.
- To begin a partnership between the parents/carers and the school that will be lasting.

To apply for a place at Shelton Junior School, an application **MUST** be made via the Local Authority in which you live. For most applicants this will be Derby City Local Authority. Derby City Local Authority will then in turn notify the school about ALL applicants. The Headteacher will then invite you into school for a pre-admission meeting.

If you wish to visit the school before applying for a place, please contact the school office on 01332 701212.

ADMISSIONS POLICY

Our School Admissions Policy states that children are admitted at the age of seven without reference to ability or aptitude from the "current catchment" area served by the school. The maximum number of children to be admitted into Year 3 in September 2021 has been set as 75 and 75 maximum in every other year group by the Department for Education and the school's Governing Body.

Over-Subscription Criteria.

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

(1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order⁶⁷. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

(2) Children living in the school's catchment area as currently defined by the LEA.

(3) Children who do not live in the catchment area served by the school but who have a brother or sister currently attending at the time of admission.

A brother or sister is classed as having one or both natural parents in common, are related by parent's marriage or are adopted or fostered. A brother or sister must be living at the same address.

(4) Children attending Shelton Infant School but living outside the catchment area as currently defined by the LEA.

(5) Children who have medical or social grounds, provided that this is supported by a written statement of evidence from a doctor, social worker or educational welfare officer at the time of the original application.

(6) Other children on the basis of proximity to school, i.e nearest to the school front entrance measured by a straight line using the Council's measuring system.

Parents have the right of appeal and, where applicable, will be informed of the procedures.

Determined Admissions Arrangements

Over-Subscription Criteria

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or EHCP where the school is named in the Statement, priority for admission will then be given to those children who meet the criteria set out below, in order...

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order in accordance with Section 22(1) of the Children Act 1989.
2. A 'looked after child' or a child who was previously looked after outside of England.
3. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.
4. Other children living in the catchment area at the time of admission (the Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date).
5. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
6. St Chad's - children whose parents request a place on religious grounds as stated on their application form.
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date for admissions.

* For the purposes of admissions, we class a brother or sister as:

- OO having one or both natural parents in common
- OO are related by a parent's marriage
- OO are adopted or fostered.

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

Where we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points.



Admissions Policy 2022-23

School Leader: L Pancisi

Link Governor: D Brooks

Policy Approved **Signed:** **Date: 10th Feb 2021**

Policy Reviewed Signed: *L. Pancisi* Date: 12th May 2021

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

Policy Reviewed Signed: Date:

Parents and carers wishing their children to be admitted to St James' Church of England Nursery and Infant School need to apply directly to the Children and Young People Department, Derby City Council.


3 ways to apply:

- [apply online](#) – it's quick and easy and lets you track the progress of your application
- apply by phone on 01332 642730 – this takes around 5 minutes and you will need to know the name of the school you are applying to.
- apply using a paper form – telephone 01332 642730 to ask Derby City Council to send you one.

Closing date for applications 14th January 2022

If you make your application online, you will be able to access your decision on 18th April 2022 – National Offer Day. If you apply by phone or on a paper form your offer letter will be posted on 18th April 2022, second class. No decision will be given over the telephone.

Vision, Values and School Code

Value	Responsibility	Reason	Scripture
G = grateful	Be grateful and well-mannered	Using our manners means that we are kind to others and we move around school safely	
R = respectful	Respect yourself, others and our school	Being respectful means that we care about ourselves and others and our school property	
O = our best	Try your best in all that you do	Trying our best means that we make the most of our gifts and talents for our benefit and the benefit of others	
W = welcoming	Welcome others and welcome opportunities	Welcoming others means that people feel safe and happy Welcoming opportunities means that we make the most of opportunities given to us	

Our Admission Criteria

The Infant school provides 30 places in Reception/FS2 each year.

When the school is oversubscribed, after the admission of pupils with an Educational Health Care Plan where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:-

1. A “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order or special guardianship – order 67. A looked after child is a child who is
 - a) in the care of the local authority, or
 - b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in section 22(1) of the children Act 1989)
2. Children who already have brothers or sisters within St. James’ C of E Infant School at the time of admission. A brother or sister of a pupil is defined as a child sharing one or more natural parent with another child attending the school at the time which they are admitted. A step brother or step sister where children are related by a parent’s marriage; or and adopted or foster brother or sister of pupil already attending the school and living at the same address
3. Children living within the Walbrook Epiphany ecclesiastical parish.
4. Requests would then be considered from children of parents (who wish their child to have a Church of England school education). Evidence of attendance at one of the Churches Together (see link below) at least once a month for 12 months prior to the application, is to be provided by a priest or minister of religion, representing the church.
Churches Together are:
http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx
5. Other children will then be considered for places should these be available.

For children transferring from another school

Parents should apply to the children’s and young people’s service using the common application form, who will check the availability of a place in the relevant year group.

Further Information

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until 31st January of the following year by Derby City Council. If a place becomes available it will be offered to the first pupil on the waiting list irrespective of whether or not any appeals are pending.

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home Local Authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Admission to the Nursery does not automatically guarantee a place in the Reception class of St James’ Infant School.

Applications of equal strength will be decided on the basis of the distance measured by the local education from the child's main residence to the school. In the event of two children having the same criteria and distance, the child that was on the waiting list first will be admitted.

The closing date for the receipt of applications for admissions shall be the date decided by the Local Authority. Applications received after this date will be considered after on-time applications have been resolved.

Parents will be notified of the Governing Body's decision by the Local Authority.

In cases where the last available place pertains to a single place of residence from which two or more applications have been received, (including twins and multiple births), the allocation of places for children within that place of residence will be made by drawing lots.

Parents who are not successful in obtaining a place for their child in the school have the right to make an appeal to an independent Appeal Panel. Parents who wish to appeal should write to the Chair of Governors (see address below), no later than 2 weeks after the date of the letter refusing a place, requesting an appeal hearing. The Chair of Governors will forward letters of appeal to the Diocesan Board of Education who handle all appeals on behalf of Church of England schools.

Deferred and part-time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1st September to 31st August). All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn Term.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents and carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents and carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Please send correspondence to the Chair of Governors at:

St James' C of E Infant and Nursery School
Leonard Street
Derby
DE23 8EG
Tel 01332 854984
admin@stjamesinfants.derby.sch.uk

**Admissions Policy for Catholic Primary Schools in
The St Ralph Sherwin Catholic Multi-Academy Trust**

School	Published Admission Number	Parish(es) served	Located within Local Authority
English Martyrs Catholic Voluntary Academy Bracken Road, Long Eaton, Derbyshire, NG10 4DA	40	St Francis of Assisi, Long Eaton The Assumption, Beeston St John the Evangelist, Stapleford	Derbyshire
St Edward's Catholic Primary Academy Newhall Road, Swadlincote, Derbyshire DE11 0BD	30	Saints Peter & Paul, Swadlincote	Derbyshire
St Joseph's Catholic Academy Chesterfield Road, Matlock, Derbyshire DE4 3ET	30	Our Lady & St Joseph, Matlock with Our Lady and St Teresa of Lisieux, Wirksworth All Saints, Hassop with English Martyrs, Bakewell	Derbyshire
All Saints' Catholic Primary School Church Street, Old Glossop, Derbyshire SK13 7RJ info@allsaintsrc.derbyshire.sch.uk	14	All Saints, Glossop St Mary Crowned, Glossop	Derbyshire
Christ the King Catholic Primary School Firs Avenue, Alfreton, Derbyshire DE55 7EN	30	Christ the King, Alfreton with St Patrick and St Bridget, Clay Cross	Derbyshire
St Anne's Catholic Primary School Lightwood Road, Buxton, Derbyshire SK17 7AN	45	St Anne, Buxton St John Fisher and St Thomas More, Chapel-en-le-Frith with Immaculate Heart of Mary, Tideswell Sacred Heart, Whaley Bridge	Derbyshire
St Charles' Catholic Primary School The Carriage Drive, Hadfield, Derbyshire SK13 1PJ	30	St Charles Borromeo, Hadfield Immaculate Conception, Charlesworth with St Margaret, Gamesley	Derbyshire
St Elizabeth's Catholic Primary School Matlock Road, Belper, Derbyshire DE56 2JD	30	Our Lady of Perpetual Succour, Belper with St Margaret Clitherow, Duffield St Joseph, Ripley	Derbyshire
St Margaret's Catholic Primary School Glossop Road, Glossop, Derbyshire SK13 6JH	30	Immaculate Conception, Charlesworth with St Margaret, Gamesley St Charles Borromeo, Hadfield	Derbyshire
St Mary's Catholic Primary School Gladstone Street, Glossop, Derbyshire SK13 8NE	30	All Saints, Glossop St Mary Crowned, Glossop	Derbyshire
St Mary's Catholic Primary School Longlands Road, New Mills, HIGH PEAK, Derbyshire SK22 3BL	17	St Mary, Marple Bridge and Annunciation, New Mills	Derbyshire
St Thomas' Catholic Primary School Church View, Allendale, Ilkeston, Derbyshire DE7 4LF	35	Our Lady & St Thomas of Hereford, Ilkeston	Derbyshire
St George's Catholic Voluntary Academy, Uplands Avenue, Littleover, Derby DE23 1GG	49	St George and All Soldier Saints, Old Normanton with Holy Spirit, Sinfen	Derby City
St John Fisher Catholic Voluntary Academy, Alvaston Street, Alvaston, Derby DE24 0PA	30	English Martyrs, Alvaston with St Ralph Sherwin, Chellaston	Derby City

St Alban's Catholic Primary School, Newstead Avenue, Chaddesden, Derby DE21 6NU	45	St Alban, Chaddesden St Hugh's, Borrowash	Derby City
St Joseph's Catholic Primary School, Mill Hill Lane, Derby DE23 6SB	50	St Joseph, Derby, Our Lady of Lourdes, Mickleover	Derby City
St Mary's Catholic Primary School and Nursery, Broadway, Derby DE22 1AU	51	St Mary, Derby, Holy Family, Allestree, All Saints, Ashbourne, Christ the King, Mackworth	Derby City
St Mary's Catholic Primary School, Lowry Drive, Marple Bridge, Stockport SK6 5BR	30	St Mary, Marple Bridge and Annunciation, New Mills (Nottingham Diocese) and Holy Spirit, Marple (Shrewsbury Diocese).	Stockport
Holy Rosary Catholic Primary School, Alexandra Road, Burton-Upon-Trent, Staffordshire DE15 0JE	30	Our Lady of the Most Holy Rosary, Staphenhill with Saint Joseph the Worker, Winhill.	Staffordshire
The Priory Catholic Voluntary Academy, Raglan Street, Eastwood, Nottingham NG16 3GT	30	Our Lady of Good Counsel, Eastwood	Nottinghamshire

This policy will apply for admission into Reception Class for the academic year 2022-23.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The St Ralph Sherwin Catholic Multi-Academy Trust is the admission authority for all the schools within the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:

Nottinghamshire: www.nottinghamshire.gov.uk

Derbyshire: www.derbyshire.gov.uk

Derby City: www.derby.gov.uk

Stockport: www.stockport.gov.uk

Staffordshire: www.staffordshire.gov.uk

Contact details for the Local Authorities are:

Nottinghamshire: 0300 500 8080

Derbyshire: 01629 5537479

Derby City: admissions@derby.gov.uk

Stockport: 0161 2176022

Staffordshire: 0300 1118007

Application Procedure and Timetable

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 15th January.

In addition **all applicants wishing to apply for a place under a faith criterion** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been specified, also, by the national closing date of 15th January.

For ranking within one of the faith criteria. If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

All Applications - How places are allocated

The Local Authority forward details of all applicants to the relevant school local governing body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children

If your child is offered a full-time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. The place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents who wish to request to defer a place to later in the school year or to attend school part-time are advised they should agree this with the school prior to the start of the autumn term.

Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that **if** the request is approved (see *below on decisions on applications for 'admission outside of normal age group'*) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

Admission of children outside their normal age group

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

Late Applications

Late applications will be administered in accordance with your Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Applications during the school year (In-Year Applications)

Details of the application process are available from the school and from the Local Authority (see details below) within which the school is located. Once an application has been made, it will be passed to the school local governing body for consideration.

Staffordshire County Council does not administer in-year applications therefore in-year applications for Holy Rosary Catholic Primary School, Burton-Upon-Trent should be made directly to the school.

Dependent on the location of the school for details of the application process for In-Year Applications parents/carers should consult the relevant Local Authority website:

Nottinghamshire: www.nottinghamshire.gov.uk

Derbyshire: www.derbyshire.gov.uk

Derby City: www.derby.gov.uk

Stockport: www.stockport.gov.uk

Contact details for the Local Authorities are:

Nottinghamshire: 0300 500 8080

Derbyshire: 01629 5537479

Derby City: admissions@derby.gov.uk

Stockport: 0161 2176022

Offers of places may be withdrawn if they are offered in error, a parent has not responded to the offer letter within the time frame set by the relevant LA or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of the following term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

Waiting Lists

Parents whose children have not been offered a place at a school in the normal admissions round will be added to the school's Waiting List unless they have been offered a place at a higher preference school. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please should contact the relevant school to request further details.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

Parents must make a further application for a school place in respect of a later academic year and if a place is not available the child's name can be added to the Waiting List for that academic year.

Appeals

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school local governing body by the Catholic Schools Appeals Service and be heard by an independent panel. For St Mary's, Marple Bridge appeals are arranged by Stockport Local Authority Democratic Services Department and should be submitted via the LA's online form at www.stockport.gov.uk. All panel decisions will be binding on the school.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated as place under Fair Access Protocols will take precedence over those on a Waiting List. The schools listed in this policy participate in the Fair Access Protocols operated by the Local Authority within which they are located.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. However, in accordance with the School Admissions Code 2014 (2.15) additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

Applications for twins / multiple birth children

Where the final place available is offered to a child from a twin or multiple birth the school local governing body will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

Attendance at Nursery

Attendance at the school's nursery or a pre-school setting on the site of the school does not guarantee that a place will be offered at the school and does not give any priority within the oversubscription criteria. In addition, for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

Children of UK service personnel (UK Armed Forces) and returning crown servants

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Fraudulent Information

The school local governing body reserves the right to withdraw the offer of a place or, if a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

Oversubscription Criteria

Where a school has more applications than places available the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (See Notes 1 and 2).
2. Catholic (see Note 2) children living in the parish(es) served by the school
3. Catholic (see Note 2) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children (see Note 1).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children not within categories 1-7.

First priority within the individual criteria will be given to applications for children who will have siblings (see Note 8) attending the school in years R - 6 at the proposed time of admission.

Distance measurement

Within each criterion applications will be ranked on distance with priority (after sibling priority) given to children who live nearest to the school using the same method of measurement as used by the Local Authority within which the academy is located (see below).

Distance measurement – Nottinghamshire

Distance will be measured in a straight line from the main administrative point at the school campus to an address point (using eastings and northings defined by Ordnance Survey) to the child's home using Nottinghamshire Local Authority's computerised distance measuring software.

Distance measurement – Derbyshire

Distance will be measured using a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straight-line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

Distance measurement – Derby City

Distance is measured from home to school by straight line using national Ordnance Survey Set Points.

Distance measurement – Stockport

Distance is measured in a straight line between home and the school starting with those who live nearest to the school using Stockport Council's GIS mapping system.

Distance measurement – Staffordshire

The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.

Tie-breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the local school governing body will admit the additional child above the published admission number. If however, and subject to the limited exceptional circumstances set out in the School Admissions Code 2014 (2.15) where additional children may be admitted, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the school.

Notes (these form part of the oversubscription criteria)

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in *section 8 of the Children Act 1989*, as amended by *section 12 of the Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. *Section 14A of the Children Act 1989* defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all-natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

11. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.

**Admissions Policy for Catholic Secondary Schools in
The St Ralph Sherwin Catholic Multi-Academy Trust**

School	Published Admission Number	Partner Primary Schools	Local Authority
Saint Benedict, a Catholic Voluntary Academy Derby	245	Saint Joseph's, Derby Saint Mary's, Derby Saint Elizabeth's, Belper Saint Alban's, Chaddesden Saint George's, Littleover Saint John Fisher, Alvaston	Derby City
St Thomas More Catholic School, Buxton	90	St Anne's Catholic Primary School, Buxton St Mary's Catholic Primary School, New Mills	Derbyshire
St Philip Howard Catholic Voluntary Academy, Glossop	107	St Charles', Hadfield, St Mary's, Glossop, All Saints', Old Glossop, St Margaret's, Gamesley	Derbyshire
St John Houghton Catholic Voluntary Academy, Kirk Hallam	120	English Martyrs', Long Eaton Saint Thomas', Ilkeston The Priory, Eastwood St Joseph's, Matlock	Derbyshire
Blessed Robert Sutton Catholic Sports College, Burton-upon-Trent	124	St Charles' Catholic Primary School, Measham St Edward's Catholic Primary School, Swadlincote Holy Rosary Catholic Primary School, Winshall St Modwen's Catholic Primary School, Burton-upon-Trent	Staffordshire

This policy will apply to all admissions into year 7 and years 12 and 13 (sixth form) for the academic year 2022-23.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The St Ralph Sherwin Catholic Multi-Academy Trust is the admission authority for all the schools in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:

Nottinghamshire: www.nottinghamshire.gov.uk

Derbyshire: www.derbyshire.gov.uk

Derby City: www.derby.gov.uk

Stockport: www.stockport.gov.uk

Staffordshire: www.staffordshire.gov.uk

Leicestershire: www.leics.gov.uk

Application Procedure and Timetable

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 31st October.

In addition **all applicants wishing to apply for a place under a faith criterion (oversubscription criteria 1-6)** should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned by the national closing date of 31st October to each Catholic school for which a preference has been specified.

If you do not provide the additional required evidence for ranking in the faith criteria and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

ALL APPLICATIONS – HOW PLACES ARE ALLOCATED

The Local Authority forward details of all applicants to the relevant school local governing body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the relevant school local governing body up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

LATE APPLICATIONS

Late applications will be administered in accordance with the Local Authority Secondary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

IN YEAR APPLICATIONS – APPLICATIONS DURING THE SCHOOL YEAR

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the school local governing body for consideration. A Supplementary Form should also be completed if you wish to apply for ranking under within the faith criteria.

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 school days after the date of your refusal letter.

WAITING LISTS

Parents whose children have not been offered a place will be added to the school's Waiting List unless they have been offered a place at a higher preference school. The Waiting List will be maintained until the end of the first term by the Local Authority. At the end of the autumn term Waiting Lists will be maintained by the schools until the end of the academic year.

Parents must make a further application for a school place in respect of a later academic year and if a place is not available the child's name can be added to the Waiting List for that academic year.

Waiting Lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the Waiting List may change. This means that a child's Waiting List position during the year could go up or down. Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

APPEALS

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school local governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

FAIR ACCESS PROTOCOLS

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated as place under Fair Access Protocols will take precedence over those on a Waiting List. The schools listed in this policy participate in the Fair Access Protocol operated by the Local Authority within which they are located.

APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the school local governing body decides that the education of pupils in that year group will not be detrimentally affected.

Children of UK service personnel (UK Armed Forces) and returning crown servants

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

FRAUDULENT INFORMATION

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

OVERSUBSCRIPTION CRITERIA

Where a school has more applications than places available the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Pupils with an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

1. *Catholic children who are 'looked after' or who were 'previously looked after' (see Notes 2 and 3).*
2. *Catholic children (see Note 3).*
3. *Other children who are 'looked after' or who were 'previously looked after' (see Note 2)*
4. *Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)*
5. *Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 7).*
6. *Children of other faiths whose membership is evidenced by a religious leader (see Note 8).*
7. *APPLICABLE TO ST BENEDICTS SCHOOL DERBY ONLY. Children with aptitude in drama, music or dance (see Note 12).*
8. *Any other children*

First priority within the individual criteria will be given to applications from children who attend one of the partner primary schools.

Second priority within the individual criteria will be given to applications for children who will have siblings (see Note 9) attending the school in years 7-11 at the proposed time of admission.

In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)

Distance Measurement

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the school. Measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated by the school or the relevant local authority's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, the lower the number of the flat the closer it will be judged to be to the school.

Tie Breaker

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation then the school will admit the additional children above the planned admission number.

Notes (these form part of the oversubscription criteria)

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

7. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour

according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

9. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

10. A 'parent' means all-natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

12. RELATED TO CRITERION 7 AND ONLY APPLICABLE TO ST BENEDICTS SCHOOL DERBY: Judgment on aptitude will be made from any evidence provided by the parents, and from the pupil taking part in workshops in Performing Arts set by the Academy, designed to establish aptitude. This will lead to a rank order. There will be a maximum of 24 places available under this criterion depending on how many places are available after the other criteria have been applied. The assessor will have skills in the Performing Arts, and will have no family connection with any applicant. The assessor's judgement on aptitude is made on the day, and is final.

ADMISSIONS ARRANGEMENTS FOR SIXTH FORM (ST BENEDICTS CATHOLIC SCHOOL DERBY)

Applications to the 6th form must meet the minimum academic requirements for advertised courses. Thereafter, the oversubscription criteria described above will apply. The planned admission maximum number for Year 12 is 220.

SUPPLEMENTARY INFORMATION FORM

Admission to Catholic schools within the St Ralph Sherwin Catholic Multi Academy Trust

If you are expressing a preference for a place for your child at a Catholic school within the St Ralph Sherwin Catholic Multi Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

- ✖ The completed Supplementary Information Form, together with any required evidence, (see below), should be **returned to the school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✖ If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for **each** school.
- ✖ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✖ **Remember** – you **must** also complete the **Common Application Form** provided by the Local Authority. When completing the Common Application Form it is important that you provide details of any **siblings** (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

Name of school applying to:			
Surname of child:			
Forename(s) of child:		Date of birth	/ /
Parent(s) / carer(s) Full Name			
Child's home address		Postcode	
Telephone		Mobile	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

PLEASE ALSO COMPLETE PAGE 2

Now complete the following by ticking the boxes which apply to your child.

	Faith Criterion Please tick ✓	Supporting Evidence Required (Legible photocopies are acceptable)	Supporting Evidence Enclosed * Please tick ✓
My child is a: Catholic		A Catholic Baptism Certificate or A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a: Catechumen / Candidate		A certificate of reception into the order of catechumens or A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a: member of an Eastern Christian Church		A Baptism Certificate or A certificate of reception from the authorities of that Church.	
My child is a: member of another Christian denomination		A Baptism Certificate or A Certificate of Dedication or A letter of verification signed by the minister of religion for that church.	
My child is a: member of another faith		A Baptism Certificate or A Certificate of Dedication or A letter of verification signed by the religious leader of the community.	

* Extra supporting evidence may be requested if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

Your name(s) in BLOCK CAPITALS	
Your signature	
Date	

For School use only

Evidence provided	Date	Criterion

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the St Ralph Sherwin Catholic Multi Academy Trust wishes to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. As providers of Catholic education the St Ralph Sherwin Catholic Multi Academy Trust works closely with the Diocesan of Nottingham Education Service, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection within our organisation is Mrs Sherri Medcalf, and you can contact her with questions relating to our handling of the data, either by email at smedcalf@srsccmat.co.uk or by post in care of:

St Ralph Sherwin Catholic Multi Academy Trust,
St Katherine's House 3rd Floor, St Mary's Wharf, Mansfield Road, Derby DE1 3TQ

3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the St Ralph Sherwin Catholic Multi Academy Trust's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by referring to the Complaints Procedure of the relevant school and which is published on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

By signing this form, I confirm that I have read the Admissions Policy of the school applied for and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the offer of a place may be withdrawn even if the child has already started school.

St. Werburgh's CE (Aided) Primary School
DETERMINED ADMISSIONS POLICY
2022/23

1. The Context

St. Werburgh's C of E (VA) Primary School Spondon VA Schools is its own Admission Authority. It is the duty of the Governing Body to draw up and implement both the Admission Policy and Over-Subscription Criteria.

In all cases, initial admissions into St. Werburgh's C of E Primary School will be via the Local Authority's Centralised Admission System.

In other cases, admissions are a matter for the Governing Body.

2. Guiding Principles

All matters pertaining to the Admission of children and young people to St. Werburgh's Church of England School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

3. Net capacity and Planned Admission Numbers

Net Capacity denotes the theoretical maximum number of children, which can be accommodated in the school building. All schools have a calculated Net Capacity, which should only change when teaching space within the school is created or reduced. The current Net Capacity of St. Werburgh's school is 315.

Planned Admission Numbers are usually derived from the Net Capacity by dividing it by the number of year groups catered for. The School will admit pupils up to the PAN in each and every year group. The PAN of our school is 45.

The setting of a PAN automatically implies that the admission of pupils above that number would be prejudicial to the quality of education provided to existing pupils.

4. Local Authority Centralised Admissions Systems

All applications for admissions to St. Werburgh's Primary School must be made via the Local Authority's Centralised Admissions System. Parents must complete and return the LA Application Form and Derby City Faith schools Supplementary Application Form as St. Werburgh's Primary School takes account of faith matters in implementing its Over-subscription Criteria. The Local Authority will submit a list of potential applicants to the school. The Governors will then rank these

under the School's over subscription criteria, taking account of any supplementary application forms and/or supporting evidence received. The ranked list is then returned to the LA. Once the LA has received all relevant information, places are offered and the school is informed. The LA will inform unsuccessful applicants of their right to appeal.

5. In Year Applications

The Local Authority deals with applications for places received after the relevant allocation date for pupils in the first year of statutory education provided by the school and at any time for pupils in other school years. If the number of pupils in a year group is below Planned Admission Number, the pupil will be admitted unless the pupil concerned has been permanently excluded from two or more schools. If, however, the number of pupils in the year group concerned is at or above PAN (even if there are "spaces" in other year groups) the pupil cannot be admitted, but the parents will be informed of their right to appeal.

6. Deferred and part-time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Head Teacher at the earliest opportunity and before the start of the Autumn term.

7. Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

8. Pupils with SEND

It is the decision of the governing body at St Werburghs that children with SEND will be admitted in line with the schools agreed admissions policy. Children whose EHC plan names St Werburghs as the school, will be admitted.

9. Appeals

In all Aided Schools, an independent panel should hear Admissions Appeals. The

Derby Diocesan Board of Education will arrange appeal hearings for St.Werburgh's Church of England Aided School. Parents should submit their

appeal letter as quickly as possible and this should then be forwarded to the DDBE, who will arrange a hearing within six school weeks.

Appeal hearings will have two distinct elements. Firstly, the Panel will determine whether or not the school has acted properly in refusing to admit (i.e. that the year group concerned is “full” in terms of its PAN and that over subscription criteria have been fairly applied). Secondly, the panel will hear evidence from the school as to why the admission of additional pupils would be prejudicial to the education of existing pupils (issues of space, resources and staffing) and from the parents as to why their case for admission should override the prejudice. The schools will submit its case in writing and be represented at the hearing. The panel will then make a binding decision and inform both parties in writing. If the appeal is upheld, the School will make arrangements to admit the child with no undue delay.

10. Over subscription Criteria

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

- A 'looked after child'(a) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- Children who will have a sibling (b) attending the school at the time of the proposed admission
- Children whose parents are regular worshippers** at St.Werburgh's Parish Church, Spondon, Derby and who can support their application with a letter of confirmation from the Parish Priest or Children whose parents are regular worshippers at Spondon Methodist Church, Spondon, Derby and can support their application with a letter of confirmation from the ordained Methodist Minister.
- Children resident within the Ecclesiastical Parish of St.Werburgh's Spondon. (c)
- Children whose parents are regular worshippers at another Anglican Parish Church and who can support their application with a letter of confirmation from the Parish Priest.
- Other children.

In the case of a tie, priority will be given to the child living nearer to the school, measured by a straight line from the centre of the dwelling concerned to the school.

(a) A looked after child is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions.

(b) 'Sibling' means: Children who have one or both natural parents in common.
Children who are related by a parent's marriage.
An adopted or fostered child.

(c) 'Resident' means that the child's ordinary place of residence is a residential property at which the person or persons with parental responsibility is/are living at the time that the application for the school place is made.

** 'regular worshipper' is defined as regular attendance (i.e. at least once a month) at the main Sunday service (Parish Mass) from the September of the year previous to the application; for an application being submitted in Autumn 2016 for entry in September 2017, confirmation of parental attendance from September 2015 would be required.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Attendance at mid-week activity clubs, Messy Church or Children's Church on other days does not qualify.

Where a family has recently moved into the parish, a letter is required from the parish Priest or the ordained Methodist Minister of their previous parish or Church, confirming regular attendance against the above criteria.



THE BEMROSE SCHOOL

ADMISSIONS POLICY

AUTHOR: A SCOTT & J PASS

ADOPTED: OCTOBER 2020

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

The Bemrose School is a Foundation Trust School (3-19) with Enhanced Resource Facilities for speech and language and or autistic students (11-16). It does not select on the basis of ability.

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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

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

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. 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). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note pupils attending The Bemrose Primary Phase will not transfer automatically into The Bemrose Secondary Phase. A separate application must be made for a place.

Applications for a place at The Bemrose School should be made by stating the school as a preference on the common application form available from Derby City Education authority. This common application form must be returned to Derby City Council, not the school, by the closing date.

A prospectus containing information about the school for parents of prospective primary reception and year 7 students will be available at our Open Evening. Copies of the prospectus are also sent to the partner primary schools prior to the Open Evening.

Derby City Council will notify all parents/guardians regarding their application for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in 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 Executive Headteachers and Head Of School'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 based on 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.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number below for the number of pupils for entry in each year group

Published Admissions Number 2021-22

Reception – 60
 Year 1 – 60
 Year 2 – 60
 Year 3 – 60
 Year 4 – 60
 Year 5 – 60
 Year 6 - 45
 Year 7 – 220
 Year 8 – 220
 Year 9 – 220
 Year 10 – 220
 Year 11 – 180

Published Admissions Number 2022-23

Reception – 60
 Year 1 – 60
 Year 2 – 60
 Year 3 – 60
 Year 4 – 60
 Year 5 – 60

Year 6 - 60
Year 7 – 220
Year 8 – 220
Year 9 – 220
Year 10 – 220
Year 11 – 220

Published Admissions Number 2023-24

Reception – 60
Year 1 – 60
Year 2 – 60
Year 3 – 60
Year 4 – 60
Year 5 – 60
Year 6 - 60
Year 7 – 220
Year 8 – 220
Year 9 – 220
Year 10 – 220
Year 11 – 220

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) 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. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. [A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).]
2. Children who are living in the normal area served by the school who have a brother or sister attending the school at the time of the proposed admission prioritised by distance
3. Other children living in the normal area prioritised by distance.
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission.

5. Other children whose parents have stated The Bemrose School as a preference on the common application form.
6. Children whose parents stated The Bemrose School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.
7. In categories 3 to 5, when choices have to be made between children satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. In category 5, places will be allocated in the same order of priority as for categories 2 to 4. Where children in category 5 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school.

6.4 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tiebreaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Rowditch Avenue. A child's home address will be considered where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Note: The Governing Body Admissions Committee and Trust Board reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place. Governors have resolved, at their discretion, to exercise their right not to accept applications from children with known behaviour difficulties. This decision should be referred to the 'In Year Fair Access' panel.

Right of Appeal

Should The Governing Body Admissions Committee be unable to offer places to all students who have applied, the parents/guardians will have the right to appeal to:
The Independent Appeals Panel, c/o The Bemrose School, Uttoxeter New Road, Derby, DE22 3HU

Parents will be given this information in the letter informing them of a Governing Body Admissions Committee's decision regarding places.

Waiting List

If the number of applications exceeds the number of places available, a waiting list will be established and maintained until the end of September by Derby City Council using the above criteria.

Applications Made Outside of the Normal Round of Admissions

An application for a place can be made at any point during the school year by stating The Bemrose School as a preference on the common application form obtained from and returned to Derby City Council. The Governing Body Admissions Committee will consider the application against the above criteria and Derby City Council will offer a place if one is available.

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Post 16 Admissions

The Bemrose School provides a range of courses in Year 12 and Year 13 across Levels 1 to Level 3.

Where Level 2 courses are offered, the entry requirements for these courses are a minimum of five GCSE passes at grades 4-1, including English and Mathematics. Level 2 courses all contain GCSE retake classes in English and Mathematics if GCSE or Level 4, has not been achieved.

The entry requirements for Level 3 courses, in the majority of cases are a minimum of five GCSE passes at Grade 9-4, preferably including English and Mathematics, with a minimum of a grade 4. There is the opportunity to retake GCSE English and Mathematics. Students must choose a programme consisting of 3 or 4 A' Level courses or vocational equivalents.

More detailed descriptions of the courses are available in the Post 16 Options booklet, which is updated each year.

The closing date for applications for Post 16 courses is February half term of year 11.

The school will guarantee a place on the course applied for subject to staffing and budget constraints, provided entry requirements are met. Where an application for a course cannot be fulfilled, the school will inform the student in writing. The maximum numbers in any one Post 16 year group is 100 and 200 in total.

Some combinations of courses will not be available and students will be informed of this in writing.

Applications for places on courses received after February half term will be accepted if there are spaces and entry requirements are predicted to be met.

All students who are predicted to reach the entry requirements for Post 16 courses will be offered a place, conditional upon gaining the required examination grades unless they have been permanently excluded from The Bemrose School.

Students who have given cause for concern by their behaviour, attitude or attendance in Key Stage 4 will be admitted on a contract. This will be reviewed termly.



Admissions Policy 2022/2023

Status: Statutory

Member of Staff responsible: Executive Principal

UTC DERBY PRIDE PARK ADMISSIONS POLICY

Overall Approach

UTC Derby Pride Park will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

UTC Derby Pride Park, which is part of The Sheffield UTC Academy Trust, will provide innovative, dynamic and empowering education and training for young people who have an interest in engineering and technological based careers. With a focus on Engineering and Life Science, our aim is to develop young people who are skilled, professional and enterprising - who can make a significant contribution to reinvigorating Engineering, Science and Health in Derby, Derbyshire and the East Midlands. Our admissions policy reflects these aspirations.

UTC Derby Pride Park will provide 600 school places for young people aged 13 -19 years old.

From 2022/2023 Admissions for all students will be operated directly by the Trust so applicants can apply directly to the UTC.

Inaccurate or misleading information provided in support of the application form could result in any place offered being withdrawn.

If a tie-break is necessary to determine who is admitted, including applicants living the same distance from the UTC, we will apply a random allocation process which will be independently overseen.

We will operate in keeping with the Local Authority's Fair Access Protocol available at www.derby.gov.uk/secapps

The Catchment Areas are defined as being 2 concentric circles of 5 and 10 mile radius centred on the UTC Derby Pride Park, Derby.

A map of the Catchment Area is included as Appendix I.

Admission Numbers

In 2022/2023 UTC Derby Pride Park will admit 120 students into Year 9.

For Year 12, there will be 150 places available.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements. Therefore, there will a minimum of 30 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Y11 students transfer, up to the overall 150 place capacity.

Admissions above these numbers would only occur in exceptional cases.

Applications into Year 9

If the number of applicants to the UTC Derby Pride Park for Year 9 entry is 120 or less, then all applicants will be admitted

Specialisms

All students for Year 9 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 80 places available
- For Life Science there will be 40 places available

If there are insufficient applicants for places in one specialism, these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

All students with an Education Health and Care Plan naming the UTC will be admitted.

If there are more applicants than places, then the following arrangements will apply:

- Any Looked After Children (LAC) in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
- Remaining places will be allocated randomly within the geographical bandings indicated on the map in Appendix I as follows:
 1. 50% of learners resident using the home address within 5 miles of the UTC site, within in catchment band A as indicated in Appendix I.
 2. 30% of learners resident using the home address 5 miles but less than 10 miles from the UTC site, within the catchment band B as indicated in Appendix I.
 3. 20% Learners resident using the home address the Catchment Area 10 miles and over away from the UTC site.
 4. If there are fewer applications received for any band than the stated % the remaining places will be allocated proportionately across the other 2 geographical bands.

This process will be independently overseen. The home address is the address of the primary carer of the child, as shown by who receives the child benefit. The distance will be measured in a straight line from the applicant's front door to the UTC's front gate.

Y12 Student numbers

For 2022/2023 Year 12 capacity will be 150 places. A minimum of 30 places (PAN) will be available for new applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to new external applicants.

Y12 Levels of Study

Of the 150 places for Year 12, 130 will be for students following Level 3 courses and 20 for students following a Level 2 programme. For those students admitted to Year 12 at Level 2 we will endeavour, wherever possible, to enable their progression onto a Level 3 programme, including the option of following a three-year Post-16 programme rather than the usual two years.

Any unfilled places at one level of study will be added to the places available for the other level.

Y12 Entry Requirements - Level 2 admissions

The minimum entry requirements for Level 2 admission, whether transferring internally or applying from outside, will be 4 GCSEs at Grade 3, or equivalent, including English and Maths (and Science for studying Engineering & Manufacturing).

Y12 Entry Requirements - Level 3 admissions

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4 or above, including English and Maths (and Science for studying Engineering & Manufacturing), for Level 3 courses. There may be additional requirements to follow specific courses, details of which will be published in advance in the UTC Prospectus.

Y12 Entry Requirements – exceptions

Children who for reasons of bereavement, serious illness, or other adverse factors, where there is written evidence from a social worker or other relevant professional that these factors have affected the child's attainment, will have the academic entry (or progression for our own Y11 students) requirements waived. These instances will however, be rare. Any such waiver will require the approval of the UTC Board and an independent verifier.

Specialisms – Year 12

All students for Year 12 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 100 places available
- For Life Science there will be 50 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

Year 12 Admission process

The UTC's own 120 Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 30 Year 12 places will be offered to external applicants. If fewer than 120 students transfer from Year 11, additional external applicants will be admitted until the UTC reaches its Year 12 capacity of 150 places.

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements will be admitted.

For each Y12 specialism and level of study, admission of external applicants will then be in the following order:

- Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
- Remaining places will be allocated randomly within the geographical bandings indicated on the map in Appendix I as follows:
 - 50% of learners resident using the home address within 5 miles of the UTC site, within in catchment band A as indicated in Appendix I.
 - 30% of learners resident using the home address 5 miles but less than 10 miles from the UTC site, within the catchment band B as indicated in Appendix I.
 - 20% Learners resident using the home address outside the Catchment Area 10 miles and over away from the UTC site.
 - If there are fewer applications received for any band than the stated % the remaining places will be allocated proportionately across the other 2 geographical bands.

This process will be independently overseen. The home address is the address of the primary carer of the child, as shown by who receives the child benefit. The distance will be measured in a straight line from the applicant's front door to the UTC's front gate.

Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code.

- There will be a right of appeal to an Independent Appeals Panel for applicants refused admission into pre-16 provision.
- There will be a right of appeal to an Independent Appeals Panel for internal learners refused transfer to post-16 provision and external applicants refused admission.
- The UTC will co-ordinate the appeals process and those wishing to appeal should put their intention in writing to the Principal, at the address given in section 1 above, within 20 school days of receiving the refusal notification.
- The decision of the Independent Appeals panel will be final.

In accordance with Section 437-433 of the Education Act 1996, we must inform you that failure to satisfy the City Council that you have made arrangements for your child to receive suitable education, either by regular attendance at school or education otherwise, will result in written notice being served requiring you to make such arrangements within a specified period.

If the City Council is still not satisfied that you have made arrangements for your child to receive a suitable education, it will serve on you a school attendance order which requires your child's attendance at a named school. Failure to comply with a School Attendance Order is an offence, punishable in the Magistrates' Court by a fine.

Waiting lists

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first half term (October) after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available, they will be allocated to those on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a place becomes available.

Verification of random allocation processes

All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

Sponsorship

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

Making an application

- We will publish a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC. These details will also be made available for inclusion in the combined information published by all the local authorities covered by UTC admissions;

For Year 9 entry, application forms will be provided via the UTC web-site at www.utcderby.org.uk for return by **31 October** to the UTC.

In addition, application forms can be downloaded from the UTC website at www.utcderby.org.uk or you can get a hard copy from:

UTC Derby Pride Park, 3 Locomotive Way, Pride Park, Derby DE24 3PU

or by telephoning 0113 2477400.

- Decisions on applications will be made during February and notified to parents, and applicants' home local authorities, on or around 1 March.

Full information will be published each year on the UTC's website www.utcderby.org.uk

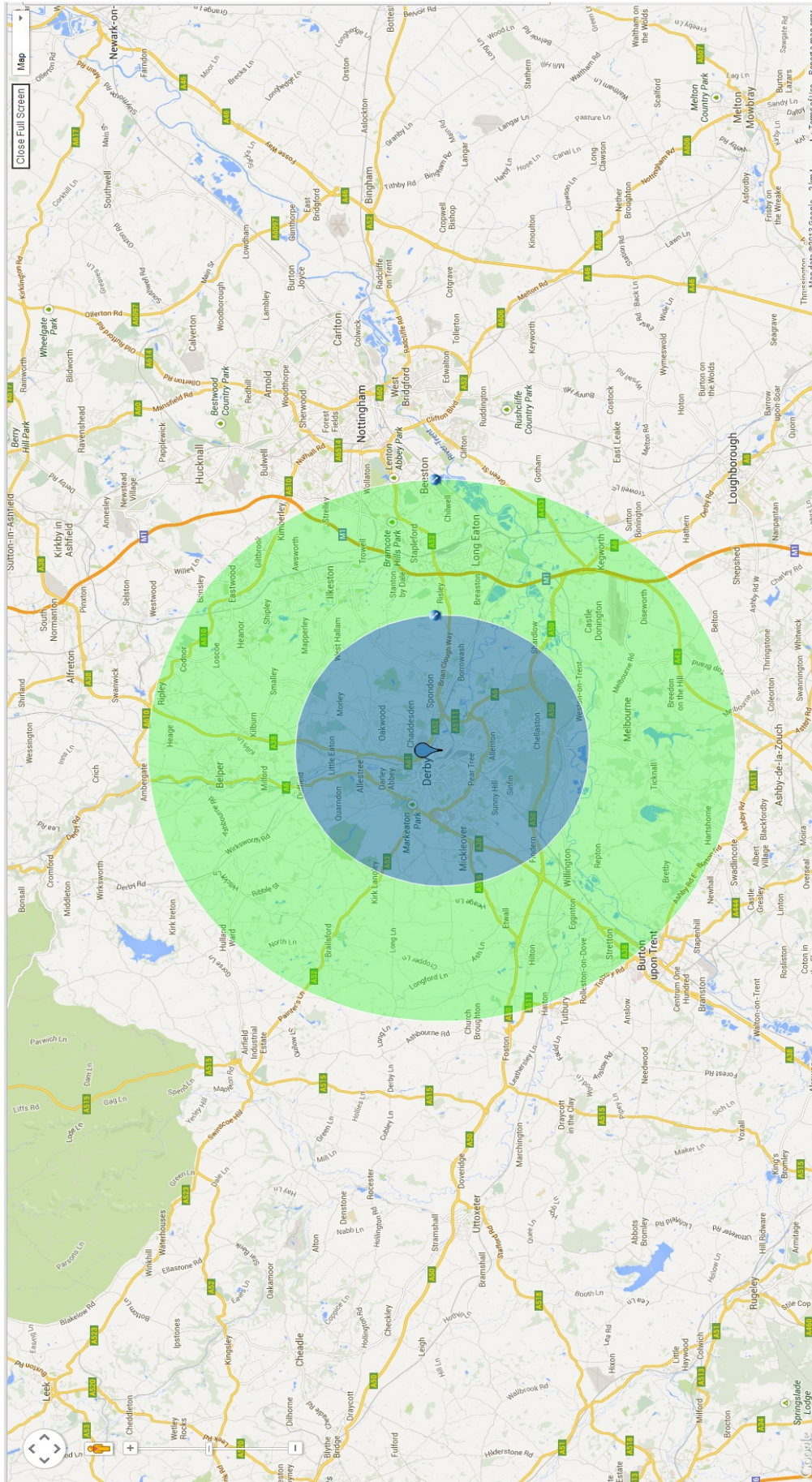
For Year 12 entry, application forms will be provided via the UTC web-site at www.utcderby.org.uk for return by **31 January** to the UTC.

In addition, application forms can be downloaded from the UTC website at www.utcderby.org.uk or you can get a hard copy from UTC Derby Pride Park, 3 Locomotive Way, Pride Park, Derby DE24 3PU or by telephoning 0113 2477400.

- Decisions on applications will be made during February and notified to students and parents on or around 1 March.

Full information will be published each year on the UTC's website www.utcderby.org.uk

APPENDIX I



Village Primary Academy

ADMISSIONS POLICY 22/23



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust have adopted the authority's admissions policy.

As the admissions authority, the Trust gives priority to children whose parents have applied for a place, by December of that year (exact date to be set by DCC) at the school they would like their child to attend. Schools and Academies do not always have enough places available for every child whose parents have applied for a place. If this happens, the trust have to use an order of priority for admissions.

The order of priority is:

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who are both living in the catchment area served by the academy and have brothers or sisters* of compulsory school age still attending the academy at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Trust will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date, in the case where parents have moved after the closing date but before the offer date.
4. Children who do not live in the catchment area served by the academy but who have brothers or sisters* of compulsory school age attending the academy at the time of their admission.
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by the date set

For the purposes of admissions, we class a brother or sister as having:

- One or both natural parents in common
- Are related by a parent's marriage or are
- Adopted or fostered

Note: a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

For categories 1 to 6, when the Trust have to make a choice between children who meet the same criteria, they will give priority to the child living nearest the school, measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points.

For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, they will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the centre of the main 'dwelling' to the school using the national Ordinance Survey set points. They will give pupils who have a statement of special educational needs priority admission over all others when they think their needs can be best met in a particular school.

The Academy / Council will keep a waiting list of children who have not been offered places at the academy\ . They will rank the children according to the order of priority that we use when schools first allocate places as new pupils go on to, or come off, the waiting list.

Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.



Admission arrangements for entry during the school year 2022/23

1 Entry to the Nursery

The Nursery is able to admit children who have reached three years of age. Parents should notify the school as soon after their child's second birthday as possible if they require nursery places for their children. **It is stressed, however, that children in the nursery are not automatically offered a place into Reception / FS2.** Normal school admission criteria apply to Nursery in the case of over-subscription.

2 Normal entry to the school

There is a co-ordinated scheme for admission to Primary schools, and it is important for parents to follow the procedure for the area in which they live. Those living in the Derby City Council administrative area should return their completed common application form to Derby City Council by the required date. Parents requesting a place should also complete the Walter Evans School Supplementary Information Form (available from the school) and return this directly to the school, together with any supporting evidence required, to allow governors to apply the criteria listed below.

Admission in 2022/23 academic year	
Year Group	Published admission number
Reception	60
Year 1	60
Year 2	60
Year 3	60
Year 4	60
Year 5	60
Year 6	60

Entry is usually in September at the start of the school year (1st September to 31st August) in which the child becomes five.

When the school does not have enough places available for every child whose parent's have requested a place, the following order of priority is used:

1. Children who are looked after. Note: Looked after children are those who are either looked after by the Local Authority or children who were looked after, but cease to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. Note: this means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. For example, the care may have been provided in orphanages or other settings.
3. Children who will have a brother or a sister* attending the school at the time of their admission.

4. Children living within the ecclesiastical parish of St Matthew's, Darley Abbey.
5. Children whose parents who have been attending worship at least once a month at either St Matthew's Church, Darley Abbey, St Edmund's Church, Allestree or St Pauls Church, Chester Green for a minimum of 12 months. A priest or minister from one of these churches must confirm this in writing. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place before the deadline date. If there is more than one late application, Criteria 1 – 6 will be applied.

*A brother or sister is classed as:

- A brother or sister sharing the same parents
- A half-brother or half-sister where two children share one common parent
- A step-brother or step-sister where two children are related by a parent's marriage
- An adopted or fostered child

A brother or sister must normally be living at the same address.

In categories 3 – 7, when choices have to be made between satisfying the same criterion, the child's home address on official school records will be used and children living nearest the school bell, measured by a straight line, have priority. Note: The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit or who last received it.

Governors reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

Once places have been allocated by the local authority for the Reception class each year, any remaining children who requested a place will be included on a waiting list during the summer term which is held by the Local Authority. This waiting list is organized using the criteria above.

Tie Break - If the distance between two or more children's homes and the school is the same, lots will be drawn to allocate the next available place. This will be independently verified.

SEND – Children whose EHC Plan names Walter Evans as the school, will be admitted.

3 Application at later stages

Applications may be made at any time direct to the LA.

4 Appeals

Parents wishing to appeal against the governors' refusal to admit children to the school should write within 20 days to the Chair of Governors (c/o Walter Evans School) from the date of their refusal letter from the Local Authority. This must be in an envelope marked "Admission Appeal". Arrangements will then be made for an independent panel to consider the appeal. Parents will probably need to attend an appeal hearing at Church House.

October 2020

West Park School

Determined Admissions Criteria 2022/2023

The admission limit of the school will be 290.

When the school is oversubscribed, after the admission of pupils with an Educational Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children who are looked after or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence or special guardianship order*
2. Those children residing in the normal area served by the school who have stated West Park as their preferred secondary school through the Common Application Form by the national closing date and who reside in the normal area at the national offer date and at the time of their admission.
3. Those with a sibling currently attending the school.
4. Children of all staff employed by the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. When Governors consider that there are medical grounds for admitting the pupil supported by a doctor's certificate.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the national closing date.

In categories 1 to 6, when choices have to be made between children satisfying the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. For category 7, we will allocate places in the same order of priority as for categories 1 to 6. Where children in category 7 have the same priority, we will allocate places to those living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points.

Closing Date: **The national closing date is 31st October.**

Notifications: **Parents will be notified of the governors' decision on 1st March or the next working day.**

Arrangements for admission and appeals against non-admission

The Governors receive applications each year from outside the normal area. These are considered carefully but only when the normal area has been satisfied. If you are outside the normal area and wish to apply to West Park you should indicate this on the Common Application Form. The Common Application Form is available from your child's school or home authority. It should be completed and returned by 31st October of the year prior to the pupil's admission.

For a September intake, the Governors' admissions panel will meet to consider applications on the basis of the above criteria. The Governors have to consider carefully each application before reaching a decision. That decision is transmitted to parents on the 1st March. If a child has been refused a place the letter will explain how the parents can appeal.

*A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). This includes children who have previously been in state care outside of England and have ceased to be in state care as a result of being adopted.

Those who wish to express their right for their application to be considered under section 1 will be required to provide documentary evidence.

Note: A brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

Note: The 'home address' is the address of the primary carer of the child. Evidence may be requested.



Zaytouna Primary School Admissions Policy 2022 - 2023

Admissions Policy 2022-2023

Procedure for Admitting Pupils to Zaytouna Primary School

Zaytouna Primary School provides for the needs of children within the 4 to 11 age range. The school aims to provide education for all pupils in an Islamic environment where Islamic practice forms an integral part of the daily experience and curriculum.

We ask parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

The school participates in the Derby City Council's co-ordinated scheme and timelines.

Admission Number

1. The school has the following agreed admission number:

- a) 60 pupils in Reception year.

Admission Number for Primary Provision (Age 5)

2. Zaytouna Primary School has an agreed admission number of 60 places in Reception year.

The school will normally admit pupils to primary education at a single point at the beginning of the school year in which they attain the age of 5. Parents have the right to defer admission or request a part-time place for their child until the term in which their children become five (5) years of age.

3. Arrangements for applications for places at Zaytouna Primary School will be made in accordance with Derby City Council's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.

- a) By 15th January – Parents complete the Common Application Form (CAF) and return it to the LA to administer.

Parents who wish to make an application and live outside Derby City must apply via their own Local Authority.

- b) 16th April – The Local Authority the child resides within will inform parents of the outcome of their application.

Consideration of Applications

4. Zaytouna Primary School will consider all applications for places at the school. Where fewer than the published admission numbers for the relevant year groups are received, the school will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

The school will accept all pupils with a statutory right to a place at the school through an Education Healthcare plan, subject to being able to meet the needs that have been identified.

Procedures where Zaytouna Primary School is oversubscribed

5. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Reception (Statutory Age 5) – Oversubscription Criteria

6. After the admission of pupils with Education Healthcare plan needs, criteria will be applied for the remaining places in the order in which they are set out below.

- a) Looked After children and previously Looked After children*.
 - b) Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years.
 - c) Children who have a sibling at the school at the time of application and admission.
 - c) Up to 50% of places will be offered to children of the Islamic Faith as defined in a completed supplementary admissions form. Applications not allocated a place under c) above will be added to and considered equally alongside those in category d) below.
 - d) Up to 50% of all places will be offered to children without any reference to faith.
- (* see definitions)

In the event of oversubscription, within any of the above criteria, preference will be given to children who live nearest to the school as the crow flies* (see definitions). In the event that two or more distances are exactly the same, Zaytouna Primary School will use a method of random allocation by lot, drawn by an independent person outside of the school.

Operation of Waiting Lists

7. As required by the Schools Admissions Code, Zaytouna Primary School will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our oversubscription criteria as described in paragraph 6 above.

8. For clarity, separate waiting lists will be created for category c) and category d) above and places allocated from the relevant list should a place become available, i.e. if a non-faith place becomes available it will be filled from the non-faith waiting list. Only if there are no pupils on the relevant list shall the place be offered to the next pupil on the alternative list.

Both waiting lists will be amended accordingly, in line with the published oversubscription criteria, when a new pupil is added.

Arrangements for In-Year Admissions

9. Zaytouna Primary School will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the school directly for an application form.

10. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the school will consider all such applications and if the year group applied for has a place available, admit the child.

11. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Fraudulent Information

12. If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, Zaytouna Primary School reserves the right to withdraw the place. In certain circumstances places may be withdrawn after a child has started at the school.

Right of Appeal

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.

14. If refused admission you should contact the school at the address below to lodge an appeal:

Zaytouna Primary School
500 London Road
Derby
DE24 8WH

Please mark your envelope 'Admissions Appeals'.

Fair Access

15. Zaytouna Primary School participates in Derby City Council's Fair Access protocol.

All schools, including Voluntary Aided schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Definitions

1. Definition of 'Looked After' Children and Previously 'Looked After' Children

In accordance with the Education (Admissions of Looked After Children) (England) Regulations 2006 and in accordance with Section 22 of the Children Act 1989, a 'looked after child' is defined as:

- A child who is in the care of a Local Authority at the time an application for admission to the school is made.
- A child who is being provided with accommodation by a Local Authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to the school.

Previously Looked After children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously Looked After children are those who were adopted immediately following having been looked after.

2. Definition of Siblings and the Position of twins

Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

3. Definition of the Distance to an Intending Pupil's Home

Proximity is measured as the straight line distance from the school's main reception to the front door of the child's home. This 'straight line distance' will be determined using the National Ordnance Survey set points. Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the school than any above it.

Where two or more dwellings with the same front entrance are located on the same floor of the same building, the closest dwelling to the front door, counting clockwise, will be regarded as being closer to the school than any subsequent dwelling counted clockwise.

4. Home Address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used.

Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This policy will be reviewed annually.