

Consultation on Admission Arrangements for School Entry in 2023-2024

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



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Important Information

Requirements of the Consultation on Admission Arrangements

Admission Authorities must set (determine) admission arrangements annually. 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.

Consultation must be for a minimum of 6 weeks and must take place between 01 October and 31 January of the school year before those arrangements are to apply to allow parents, other schools, religious authorities, and the local community to raise any concerns about proposed admission arrangements.

The Schools that are consulting on changes to their admissions arrangements and included in this pack are listed below.

School Name	
Allestree Woodlands School	Alvaston Junior School
Arboretum Primary School	Ash Croft Primary School
Asterdale Primary School	Beaufort Primary School
Bishop Lonsdale CofE Primary School	Borrow Wood Primary School
Carlyle Infant and Nursery School	Castleward Spencer Academy
Cavendish Close Junior School	Cherry Tree Hill Primary School
Chellaston Infant School	Chellaston Junior School
City of Derby Academy	Cottons Farm Primary School
Da Vinci Academy	Derby Cathedral School
Derby City Council Maintained Schools	Derby Moor School
Firs Primary School	Griffe Field Primary School
Hackwood Primary School	Hardwick Primary School
Lakeside Primary School	Murray Park School
Oakwood Junior School	Portway Junior School
Ravensdale Junior School	Reigate Primary School
Springfield Primary School	St Chad's Primary School
St James Junior School	St Peters Junior School
St Werburgh's Primary School	The Bemrose School
Village Primary School	Walter Evans Primary School

West Park School	Wyndham Primary School
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Comments are invited on Derby City's admission arrangements for community and voluntary controlled schools. The best way to respond is by completing the online form or by emailing admissions@derby.gov.uk with "Consultation 2023-2024" in the subject header. Alternatively, you can write to School Admissions Manager, School Organisation and Provision, The Council House Corporation Street, Derby DE1 2FS.

Comments are also invited on own admission authority schools (academy, foundation, free, trust and voluntary aided) arrangements included within this document. Any comments regarding the admission arrangements for own admission authority schools should be sent directly to the chair of governors of the school.

The closing date for responses to this consultation is **26 November 2021**.

The following schools have confirmed to the Local Authority that they are **not** changing their existing arrangements and will not be consulting

Akaal Primary School	Allenton Primary School	Breadsall Hilltop
Chellaston Academy	Derwent Primary School	Grampian Primary School
Landau Forte Moorhead	Lawn Primary School	Lees Brook Academy
Pear Tree Junior School	Shelton Junior School	St Ralph Sherwin Trust (St Albans Catholic Primary, St Benedict CV Academy, St George's Catholic Primary, St John Fisher Catholic Primary, St Joseph's Catholic Primary, St Mary's Catholic Primary)
UTC Derby Pride Park	Zaytouna Primary School	

The following schools have not confirmed to the Local Authority whether or not they are changing their existing arrangements.

Alvaston Moor Academy	Ashwood Spencer Academy
Brackensdale Spencer Academy	Brookfield Primary School
Chaddesden Park Primary School	Homefields Primary School
Landau Forte College	Noel Baker Academy
St James CE (Aided) Infants School	



ALLEESTREE WOODLANDS SCHOOL

DETERMINED ADMISSION ARRANGEMENTS 2023 - 2024

DATE OF POLICY ADOPTION BY GOVERNORS:	July 2021
AUTHOR/S OF POLICY:	Greg Duffy
DATE OF LAST REVIEW:	July 2021
DATE OF NEXT REVIEW:	July 2022

Enabling aspiration and achievement through delivery of a knowledge-rich curriculum underpinned by our CORE values:

COURAGE

OPTIMISM

REGARD

ENDEAVOUR

Admissions from Y6 to Y7

At such an important time as transition to secondary school, we pay careful attention to the needs of our new children and we build on the good education they have received at their primary school. Every effort is made to make the change as smooth as possible. We have a strong programme throughout the year to enable new and existing parents to meet with staff and we place importance on the role of the form tutor as a link between school and home. In order to make the transfer to secondary education as easy as possible, consultation takes place between the staff of the primary schools and ourselves. In addition, new students will be involved in the following transition programme:

Primary School Visits

Our staff liaise with primary schools to facilitate a smooth transition and determine appropriate support for new students. We also create opportunities for in-person or virtual visits to meet the new students, as circumstances allow.

Common Transfer Days

It is intended that towards the end of the summer term, before transferring to Woodlands, all new students will spend three full days at Woodlands. They will have the opportunity to meet their future Form Tutor and Head of House. The aim of the three days is to give a substantial experience of life at Woodlands, and build on their key qualities of courage, optimism, regard and endeavour as they prepare to begin their secondary education.

New Intake Evening Event

This information event, for children transferring to us and their parents/carers, will form part of the Common Transfer Days. This will take place as an in-person or virtual event, as circumstances allow.

Determined Admission Arrangements 2023-2024

Allestree Woodlands School is an Academy School (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.

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 in the order set out below to decide which students to admit:

1. In line with the 2021 School Admissions Code requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of

being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). Therefore, highest priority is given to “looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted”.

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 is 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.

Additional Notes:

- A. 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.
- B. The 2021 School Admissions Code requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children.
- C. The Governing Body Admissions Committee reserves the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

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 Allestree Woodlands School, Blenheim Drive, Allestree, Derby DE22 2LW 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 Allestree Woodlands 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 a place will be offered by Derby City Council and/or the school if one is available.

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.

Alvaston Junior Academy

ADMISSIONS POLICY 22/23

Updated Sept. 2021



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



Arboretum Primary School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

At Arboretum Primary School we 'Reach for the Stars':

S- Supportive
T- Team Player
A -Aspirational
R- Resilient
S -Successful

Our school is:

1. a safe, supportive stimulating learning environment
2. a team of respectful, tolerant, open minded citizens
3. a community where everyone aspires to be the very best they can be
4. a community of resilient lifelong learners
5. a centre of excellence where all achieve success

Our school aims that all our children:

- Are literate and numerate with high aspirations
- Have a positive attitude and the ambition to succeed
- Love learning and are innovative and creative
- Are independent learners who show resilience and perseverance
- Show respect to all
- Embrace diversity
- Are adaptable to change and well balanced

Our school objectives are:

- To become responsible citizens who respect everyone equally, celebrating diversity and individualism
- To provide a safe, happy and nurturing environment where each individual can succeed by attending punctually every day
- To ensure all our children have access to quality teaching of a broad, enriched and challenging curriculum
- To engender a positive attitude and celebrate success

At Arboretum Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Arboretum Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.

- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 75.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 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.
- Other children living in the catchment area*.
- 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.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by the closing date.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

**Catchment Area: Catchment areas in Derby can be seen by going to: [Arboretum Catchment Map](#)*

*** Brothers or sisters (siblings): 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.

Tiebreaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the Nursery to the Primary School.]

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.]

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. [to reception rather than year 1] [to year 4 rather than year 3] [to year 7 rather than year 8].

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18 (*Primary schools do not have to consult with secondary schools*)
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such

information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10.Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11.Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Ashcroft Primary Academy

ADMISSIONS POLICY 23/24

Updated Sept. 2021



THE HARMONY TRUST
BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 40

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



SCHOOL ADMISSION POLICY

2023/24

Asterdale Primary School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Asterdale Primary School has a planned admission number (PAN) of 30 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City 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 over subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

6. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.



SCHOOL ADMISSION POLICY 2023/24

Beaufort Primary School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Beaufort Primary School has a planned admission number (PAN) of 60 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

3. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City 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 over subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

4. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

5. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.



Bishop Lonsdale CE Primary School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

John 14:6: Jesus said, "I am the way and the truth and the life."

At Bishop Lonsdale CE Primary School we believe in;

- Enabling everyone to reach their full potential
- Developing a love for learning and a desire to achieve
- Encouraging everyone to become independent and confident, with a belief in themselves
- Promoting Christian values and respecting diversity

Becoming Independent Successful Honest Open-Minded People

We would like to extend a very warm welcome to all children and their families.

Bishop Lonsdale is a school full of happy and enthusiastic children and adults. We believe that for children to achieve their potential, there has to be a safe and welcoming atmosphere in school, where every person; children, staff and parents, are valued. We aim to provide a place where your child can develop academically, socially and spiritually and leave well equipped to succeed at secondary school and beyond.

At Bishop Lonsdale CE Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Bishop Lonsdale CE Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 30.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

1. Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
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 Supplementary Information Form will need to be submitted and a priest or minister representing the place of worship must confirm regular worship. A copy of the Supplementary Information Form is at Appendix A.

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 area formally covered by 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

All pupils who have named the school in their EHC plan will be admitted.

Definitions

** Brothers or sisters (siblings): 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.*

*** The area formally covered by the Parish of St. Luke is shown in the map at Appendix B of this policy. A larger map can be viewed in school or can be sent on request. Please note this is not our catchment area. It is a map showing the area formerly covered by the parish of St Luke. We do not have a catchment area.*

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the Nursery to the Primary School.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.]

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

10. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.

- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

11. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth

- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

12. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

13. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

14. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

15. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Appendix A – Supplementary Information Form

ONLY COMPLETE THIS FORM IF YOU ARE APPLYING FOR ANY OF THE SCHOOLS BELOW

SUPPLEMENTARY FORM FOR CHURCH OF ENGLAND PRIMARY SCHOOLS IN DERBY

All families are welcome to apply. Please fill in this form as fully as possible in block capitals.



NAME OF CHILD: _____ DOB: _____ PARENT/CARER NAME: _____

ADDRESS: _____

TELEPHONE NUMBERS (S): _____

CURRENT SCHOOL OR NURSERY: _____

SCHOOL NAME Please indicate preference	ADDRESS	TELEPHONE
BISHOP LONSDALE	ST ALBANS ROAD, DERBY, DE22 3HH	344795
ST. JAMES' INFANT	LEONARD STREET, DERBY, DE23 8EG	229229
ST. JAMES' JUNIOR	REGINALD STREET, DERBY, DE23 8FQ	229229
ST. PETER'S JUNIOR	THORNHILL ROAD, LITTLEOVER, DERBY, DE23 6FZ	767158
ST. WERBURGH'S PRIMARY	CHURCH STREET, SPONDON, DERBY, DE21 7LL	673827
WALTER EVANS PRIMARY	DARLEY ABBEY DRIVE, DARLEY ABBEY, DERBY, DE22 1EF	557139

REASON FOR WANTING CHILD TO ATTEND A CHURCH OF ENGLAND SCHOOL.	
Child in public care	
Brother or sister attends the school (includes adopted and fostered children) Please state name(s) and date(s) of birth	
Name _____ DOB _____	
Name _____ DOB _____	
Family lives in the normal area of the school	
Family regularly attends the Parish Church or another Church*	
Family would like a Church of England education but does not attend church	
Other	

CHURCH APPLICATION Variation for Covid-19 – church attendance will be calculated only for the period when churches were open for public worship.

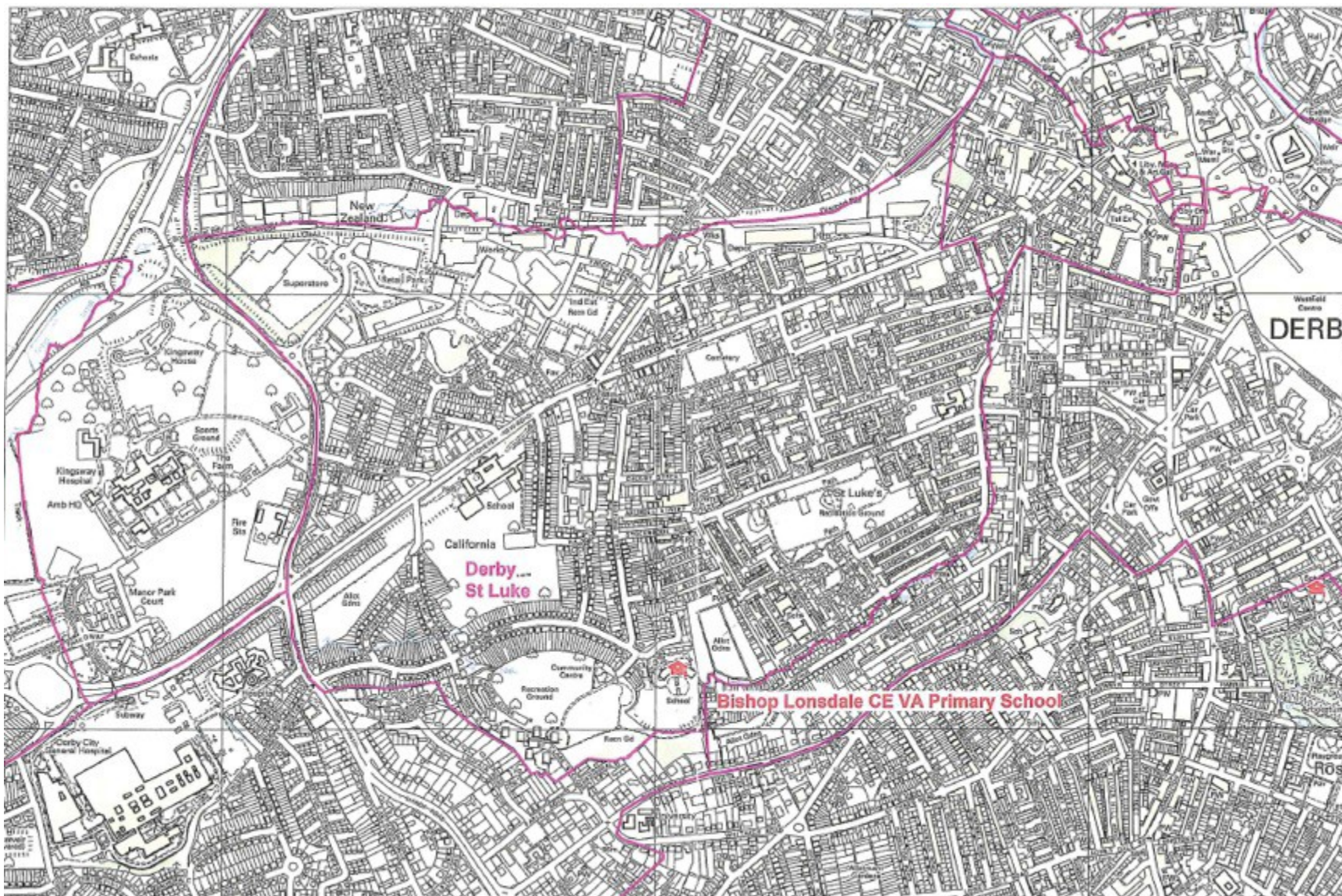
A. Name of Parish Church or other Church where you normally attend religious services
B. Name of Parish Priest who can verify information in A.
C. Please provide a letter from your priest, minister or pastor to confirm that one or both of the parents/carers regularly (*i.e. at least once a month) attends worship

Please send this **Supplementary Form** directly to the school you are applying for along with a copy of any letters of support from your priest, minister, pastor or faith leader.

I verify that the above information is correct.

Signature of Parent/Carer: _____

Appendix B – Map to show area formally covered by St. Luke's





SCHOOL ADMISSION POLICY

2023/24

Borrow Wood Primary School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Borrow Wood Primary School has a planned admission number (PAN) of 60 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City 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 over subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

6. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.

Carlyle Infant & Nursery Academy

ADMISSIONS POLICY 23/24

Updated Sept. 2021



THE HARMONY TRUST
BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 60

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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 Admission Arrangements 2023/24



Introductory Statement

Castleward Spencer Academy, is a one form entry primary school built within the new housing development of Castleward, in the centre of Derby. The school aims to give children the best possible start to their education through an innovative curriculum and by providing opportunities to explore and investigate. We want our children to be excited by the curriculum and challenged to achieve their full potential. By working closely with our parents and the community our aim for our school is for all to grow and achieve.

Castleward Spencer Academy, works closely with Wyndham Primary Academy, a local outstanding school also within the Spencer Academies Trust. Castleward also collaborates with our four new schools Chellaston Fields (2019) The Mease (2019), Highfields (2020) and Clover Leys (2021).

PAN

The Published Admission Number (PAN) for Castleward Spencer Academy for 2023-2024 is 30 pupils in Foundation Stage 2 (Reception). The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Catchment Area

Castleward Spencer Academy has a defined catchment area, which can be seen below outlined in red. The fact that a child lives within the catchment area does not guarantee a school place. See section on Admission Oversubscription criteria.



Application Process

Applications for first admission into Foundation Stage 2 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 <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/>

Applications should be completed by the closing date for applications as stated in the Derby City Council's 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 2023

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



Late Applications

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.

Admission Oversubscription Criteria for Reception

In accordance with the School Admissions Code, Castleward 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. Highest priority is given to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Priority will next be given to children living within the normal area at the time of application and admission. A map of the school's normal area is available on the school's website. Children living on the boundary line will be considered to be living within the normal area.
4. Priority will next be given to siblings of pupils who will already be on the roll of the school at the time of the admission. For the purposes of this criterion, siblings shall include children brought up in the same household
5. Other

Tie break for Oversubscription

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school using Derby City Council's computerised distance measuring system. In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

In Year Applications

Castleward Spencer Academy participates in Derby City Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications.



Deferred entry for Reception Aged Pupils

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

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 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. 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 considered.

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.

Special consideration

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.

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.

School Appeal Dates

Appeal dates for school entry into Reception class in September 2023



National offer date:	16.04.2023
Deadline for lodging appeals:	21.05.2023
Date all on time appeals to be heard by:	02.07.2023

Appeal dates and application forms – please contact the School Administrator on 01332 571153 for further information.

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

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.

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 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).
- **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.

Cavendish Close Junior Academy

ADMISSIONS POLICY 23/24

Updated Sept. 2021



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



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

2023-2024

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**

EMET 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. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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. Children whose parents are living in the school catchment area at the school admissions closing date. The admissions authority, Derby City Council will also 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 attending the school at the time of their admission.
5. Children whose parents did not request a place by 15th January 2023.

*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/>

National offer day will be 16th April 2023.

Determined Admissions Arrangements – 2023-2024

Chellaston Junior School

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 2023-2024 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. * Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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. Priority will be given to children who attended Chellaston Infant School.
6. Children whose parents did not request a place by 15th January 2023

For the purposes of admissions, we class a brother or sister (sibling) 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.
- 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.



SCHOOL ADMISSION POLICY

2023/24

Cherry Tree Primary School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Cherry Tree Hill Primary School has a planned admission number (PAN) of 90 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City 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 over subscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

6. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.



CITY OF DERBY ACADEMY

Admissions Policy **2023/24**

Prepared by	Mr P Smith
Date	September 2021
Review date	September 2022
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 Sinfin 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* including those who appear, to the admissions authority, to have been looked after/in state care outside of England.
 - 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 23/24

Updated Sept. 2021



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 15

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



Da Vinci Academy

A L.E.A.D. Academy



"One Team, Changing Worlds"

Admissions Policy 2023/2024

Admission Policy 2023/2024

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 2023/24

For entrance to the academy in September 2023 the closing date of the coordinated admission scheme is 31st October 2022. 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 2022 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 2023. 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 2022 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 are 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) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (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 schools at the time of admission
- (3) 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.
- (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 31 October 2022

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 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 2023 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 Cathedral School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

Lamentations 3:23

"Great is his faithfulness; His mercies begin afresh each morning."

Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- Fellowship - Collaborating with others, we treat everyone with respect, dignity and kindness.
- Aspiration - We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- Integrity – We demonstrate fairness, equality and honesty.
- Tenacity – We are determined and resilient when faced with challenges.
- Humility - We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness' (John 10:10)

At Derby Cathedral School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Derby Cathedral School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.

- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Year 7 pupils is 180 (6 forms of entry).

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children* (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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.
- Children eligible for the pupil premium. Evidence of eligibility will need to be submitted with the application***.
- Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
- 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.

- Anyone else requesting a place.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

** 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).*

*** Medical or 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. 'Medical need' does not include mild medical conditions.*

**** Those eligible for pupil premium admission priority are students who:*

- *Are currently registered as eligible for Free School Meals*
- *Have been registered for Free School Meals at any point in the last 6 years*

Students for whom their parents cannot provide evidence that their child is currently registered for Free School Meals (or has been in the last 6 years) but where the student or parent receives the following:

- *Universal Credit (provided you have an annual net earned income of no more than £7400, as assessed by earnings from up to three of your most recent assessment periods.*
- *Income Support*
- *Income-based Jobseekers Allowance*
- *Income related Employment and Support Allowance*
- *Support under part VI of the Immigration and Asylum Act 1999*
- *The guarantee element of Pension Credit*
- *Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190)*
- *Where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further 4 weeks after they stop qualifying for Working Tax Credit.*

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to year 7 rather than year 8.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.

- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by 8 August in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 1 March or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA

will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10.Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11.Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.

- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

**DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR INFANT,
JUNIOR, PRIMARY AND SECONDARY SCHOOLS
2023 – 2024**

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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 2022.
- 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 2023. 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 2022. 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 can receive an electronic version of the decision letter, if when making the application they include an email address. Parents will also 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 17 April 2023. Parents who applied online will also be able to view the decision online on 17 April 2023 by logging into their account.
- 3.2 **Secondary transfer** – parents can receive an electronic version of the decision letter, if when making the application they include an email address. Parents will also 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 2023. Parents who applied online will also be able to view the decision online on 1 March 2023 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 [Online in-year application form](#).
- 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, UTC Derby Pride Park and Landau Forte 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 15 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 and 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 956988 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 2023; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2023.
- (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2022; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 October 2022.

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 2022 to 15 January 2023). 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 an 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 956988 Email: Admissions@derby.gov.uk
- 13.3 Visit the website at [Derby City Council - School Admissions](#) to access further information, useful forms and the Admissions Handbooks.
- 13.4 The School Admissions Code 2021
[School Admissions Code 2021](#)

- 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
[Admission of summer born children: advice for local authorities and school admission authorities - GOV.UK \(www.gov.uk\)](#)
[Statement for local authorities, schools and admission authorities on the admission of summer born children to school, from Gavin Williamson, Secretary of State for Education - GOV.UK \(www.gov.uk\)](#)

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.

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 2023/24 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 2022 (Secondary)
15 January 2023 (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 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 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. 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 [AQA: Understanding the new GCSE and A Level structure](#)

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.

Published Admission Numbers (PANS's) 2023-2024

School Name	Published Admission Number	Number of Nursery Places
Alvaston Infant and Nursery	90	26
Ashgate Primary	45	
Becket Primary	30	26
Cavendish Close Infant	90	39
Dale Community Primary	75KS1/ 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
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 2023-2024

Action	Primary	Secondary
Applications available from	04 November 2022	14 September 2022
Closing date for applications	15 January 2023	31 October 2022
Application exchange with other local authorities	23 January 2023	15 November 2022
Confirmation to own admission authority schools of all applications available	15 February 2023	28 November 2022
Own admissions authority schools confirmed ranking completed	06 March 2023	16 December 2022
1 st offer exchange with other local authorities	13 March 2023	06 January 2023
Final offer exchange with other local authorities	27 March 2023	10 February 2023
Allocations complete	04 April 2023	17 February 2023
National Offer date	17 April 2023	01 March 2023
Closing date for appeals	3 June 2023	17 April 2023
Community and Voluntary Controlled schools waiting list maintained until	16 June 2023	16 June 2023

Derby City Council – School Admission Appeals Timetable 2023-2024

Secondary School Appeals

Action	Date
National Offer date for Secondary Schools	Wednesday 01 March 2023
Closing date for Littleover Community School Appeals, Da Vinci Academy Appeals, Derby Moor Academy Appeals and The Bemrose School (Secondary) Appeals. NB: for details of appeal closing dates for all other secondary schools please contact the school directly	Monday 17 April 2023
Littleover Community School Stage 1 Presentation	Monday 15 May 2023
Littleover Community School Stage 2 Appeals	Monday 11 May 2023 – Friday 15 May 2023

Primary School Appeals

Action	Date
National offer date for all Infant/Junior and Primary Schools	Monday 17 April 2023
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 02 June 2023
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 26 – Friday 30 June 2023 w/c 26 June 2023 w/c 3 July 2023 w/c 10 July 2023 w/c 17 July 2023



DERBY MOOR SPENCER ACADEMY

Policy Title: Determined Admissions Policy (for Academic Year 2023-24)

Author: Mrs C. Bhundia

Ratified by the Governing Body: 12/07/2021

Next review due: Summer Term 2022 (for Academic Year 2024-25)

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Introduction

The school is a Trust School and therefore responsible for setting its own admission requirements and in common with state schools throughout the country, the school is part of a Coordinated Local Admission scheme; details are provided below.

In 2007, National Statutory changes to Admission Legislation were published. These changes mean that all school preferences expressed by parents must be given equal consideration.

Although there are minor variations in practice across the country, each Local Authority (LA) Area shares the following common features:

- A single application form covers application to all state secondary schools;
- Parents can express at least 3 school preferences;
- A child will receive only one offer of a school place.

Policy and Numbers

Pupils will be admitted into Year 7 without reference to ability or aptitude. The published admission number for Year 7 - 11 for the year commencing 1 September 2023 will be 300.

How to apply for a place in Year 7

The application process for admissions into Year 7 is coordinated by Derby City Council, which acts on behalf of the governing body to offer places at Derby Moor Spencer Academy.

The purpose of a coordinated scheme is to establish mechanisms for ensuring that, as far as possible, every parent/carer of a child who has applied for a school place in the normal Primary-Secondary transfer admission round receives an offer of one school place on the same day.

Parents/Carers have a legal right to be able to request a place at Derby Moor Spencer Academy. Derby City Council, the Admission Authority, must meet a parental request as long as it does not create overcrowding within the school.

Parents must complete the Common Application form that is sent directly to Primary Schools or can be obtained from the L.A. This form must be returned directly to the L.A. Admissions Team for processing by the stated closing date which is usually towards the end of October in the year previous to admission into Year 7.

Parents can also apply online at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/secondary-school-admissions/>

All parents are advised to read the Local Authority booklet for parents on secondary admissions.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school to make arrangements.

How places are offered

For admission into Year 7 at Derby Moor Spencer Academy from September 2019, the LA, on behalf of the Governing Body, will offer places to 300 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 300 applications are received, the oversubscription criteria will be applied to determine priority for places.

The Ranking Stage

When you complete the Common Application Form you will be asked to rank your preferred schools in the order of your preference (most local authorities ask for 3 preferences; some allow more).

Every admitting authority must consider each expressed preference equally, regardless of whether the school was placed first, second, third etc.

This means that for every school named on the form, the child is ranked against other children by applying the schools published school admissions priority criteria to each child's particular circumstances.

The priority is *not* influenced by the school preferences order expressed on the Common Application Form.

The Allocation Stage

Allocation of school is made by the Local Authority up to the prescribed number of places available at each individual school. The places are allocated in the order that children appear on the eligible list.

If a child is on the eligible list for one or more schools, then the child is allocated to the school for which the parent expressed the highest preference.

If the child is not on the eligible list of a 'preferred' school, then the child will be placed by the Local Authority at the nearest appropriate school with a place available. The Local Authority will post notification of allocation on 1 March 2023, (those who applied by on-line application will receive the decision by email on the same date).

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

If parents/carers apply for a place after the closing date their application will not be looked at in the first round of allocations. If there are still spare places available, the L.A. Admissions Team will then consider all late applications and offer places.

To apply for a place after the start of term or in any other year group please contact the school for an application form.

Admissions criteria to be applied if places are over-subscribed

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

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, appears (to the admission authority) to have been in state care outside of England or was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67. 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 living¹ in the Normal Area² or Catchment Area served by the school and have siblings³ (brothers or sisters) of compulsory school age still attending the school at the time of their admission.
3. Other children living¹ in the normal area at the time of admission.
4. Children who do not live¹ in the Normal Area² served by the school but who have siblings³ (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 Local Authority deadline for completion of the Common Application Form.

¹The home address is defined as the address of the adult with parental responsibility with whom the child normally lives and which applies at the time of application. Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of a minimum of six month tenancy agreement or exchange of contracts'.

²A map showing the catchment area or normal area and/or further information can be obtained from the school.

³A sibling is defined as another child of compulsory school age living in the same family home.

Operation of the Reserve List

Derby City Council Children and Young Peoples' Directorate will establish a Waiting List for Derby Moor. This will be maintained up to the end of September in the next academic year, i.e. September 2024. The list will be in rank order and determined according to the Criteria identified above when the number of applications exceeds the places available in the intake year or Year 7 at Derby Moor Spencer Academy. Derby Moor Spencer Academy itself will not maintain a Waiting List.

As part of the coordinated scheme for secondary admissions, the LA Admissions Team holds the initial reserve list on behalf of the governing body until the end of the first week of the autumn term in the initial year of intake. After this time the Governing Body, as the admissions authority for the school, will maintain the list for a minimum of one term.

How to apply for places in Years 8, 9, 10 and 11

All applications for a place at Derby Moor Spencer Academy must be made directly to the Derby City Council Admissions Section, using the Co-ordinated Admission Scheme.

Parents/carers will be required to complete the Common Application Form and Derby Moor will be informed of the application. The Council will manage the admissions process on behalf of Derby Moor Spencer Academy.

If the school is oversubscribed and the applicant refused a place then Parents/Carers can appeal to an Independent Appeal Panel against this decision. The Children and Young Peoples' Services will advise parents/carers how to make representation to the Panel.

Applications for places in these year groups at any time of the year: A Local Authority application form must be completed and returned to the Local Authority.

Mid-phase applications:

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the school until the end of the academic year. If parents wish for their child to remain on the waiting list indefinitely they should call school admissions and request this so a note can be put on the individual students record. . All mid-phase applications should be coordinated with the LA Admissions Team. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

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.

Admission to the Sixth Form

The Planned Admissions Number for external candidates admitted to the 6th form of Derby Moor Spencer Academy each academic year varies depending on the number of Year 11 we think will remain at Derby Moor Spencer Academy.

Typically we take between ten and twenty external candidates. Entry requirements are as follows:

- a. The course required is available
- b. Space is available in the subject groups at the selected examination level.
- c. The candidate meets the course requirements of the particular course. Entry requirement details are given in the 6th Form Prospectus.

All candidates who meet all three criteria will be invited to a meeting to discuss their chosen course options.

In the event of over-subscription of candidates meeting the general and specific requirements for entry to particular courses, any surplus places after allocation of transferring internal students from Year 11 will be allocated to external students by using the oversubscription criteria on page 5 of this document.

Appeals

Parents have the right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal must contact the admission authority for the school(s) to find out the procedure and the date by which any appeal must be received by them. *Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion, children who have been excluded from school will be allocated a place through the fair access protocol.*

Parents whose child has a Statement of Special Educational Needs may appeal to an independent appeal tribunal against a named school under the 1996 Education Act. This is a different appeal tribunal and parents are advised to contact the Special Needs Section on 020 8820 7512 about this.

The Department for Children, Schools and Families published a guide for parents on school admissions and appeals. The guide outlines the school admissions and appeals processes: what parents can expect from the admissions system, how to object to unlawful arrangements, and how to find further information and support. Copies of the guide can be downloaded or ordered from TeacherNet.

The parent of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Governing Body and the parents must abide by the decision it makes.

Guidance notes for parents/guardians

Why has my application for a place been refused?

The School Admissions Code exempts Local Authorities from the duty to comply with parental preference when doing so would 'prejudice the provision of efficient education or the efficient use of resources'. These form the grounds on which your application has been refused.

All schools must have an admission number for each age group. The admission number is set by the local authority with regard to the capacity of the school. This number forms part of the admission arrangements for a school; once it has been published in the information for parents' handbook the admission authority for that school cannot admit above that number.

The admission number for schools is subject to annual consultation. If you are refused a place in a school, it will be because the admission number for the year group to which you are applying has been reached and no further places can be allocated by the admission authority.

Appeals against admission decisions

If your child has been refused a place at a Derby Moor Spencer Academy you have the right to appeal to an independent Appeal Panel. This is your opportunity to explain your reasons for wanting to send your child to the school and the independent Appeals Panel will decide if those reasons are strong enough to overturn the decision of the Admission Authority for the school.

How do I appeal?

You should complete the Appeal Against an Admissions Decision form and return it to the address shown by 31 March 2023 (for applications for Year 7 commencing September 2023) at the very latest. A copy of this form can be found at the end of this pack.

When will my appeal be heard?

Appeals for entry into Year 7 at the normal point of entry:

The hearing should take place by 26 May 2023. Any appeals which are received after the closing date of 31 March 2023 will be heard, where possible within 40 school days from the deadline for lodging appeals (31 March 2023) or within 30 school days from the date the appeal was lodged. These dates are dependent on COVID 19 and future guidance from the DfE regarding the Schools Admissions Appeal Code. If the current rules remain in place, then an appeal has to be lodged within 28 days of the notification.

Appeals outside the normal admissions round (In-year appeals):

All in-year appeals will be heard within 30 school days of the appeal being lodged.

The admission authority for the school must write to you at least 10 school days before the hearing to confirm the date. Organisations such as the Advisory Centre for Education (ACE) can give you advice on preparing your case www.ace-ed.org.uk

What sort of information should I provide?

On the form, you should give all the reasons why you think that your child should be given a place at the school. For example, if you want medical factors to be taken into account you need to provide a letter from your doctor or other medical professional with your appeal form. It is up to you to provide any evidence from professionals (such as doctors or social workers) that you think is relevant.

What happens next?

You will receive a letter from the Clerk to the Appeal Panel acknowledging that your appeal form has been received. The Clerk to the Appeal Panel will then let you know where and when your appeal will be heard, giving you at least 10 school days' notice. About a week before the appeal hearing you will receive a copy of the papers that will be considered at the hearing, which will consist of your appeal form, a written statement from the Admission Authority explaining why your child was not offered a place at the school and details of the procedure that will be followed at the hearing.

Who will hear my appeal?

The Appeal Panel consists of 3 (or sometimes 5) people who are independent of both the school and the Admission Authority and are not involved in decisions about school admissions in Derby. The Panel members do, however, have knowledge of education provision or of educational conditions in the area. There will also be a clerk at the meeting whose job is to advise the Panel on procedures and to take notes of the hearing. It is only the members of the Appeal Panel who decide the outcome of your appeal, based on the information provided to them.

Can I bring someone with me to the appeal hearing?

You can bring a friend or adviser with you to the hearing and they can speak on your behalf if you wish. You can also bring an interpreter or signer with you if you need one or you can ask for one to be provided for you. If you wish to

bring a Choice Adviser, a locally elected politician, an education social worker, special educational needs adviser or learning mentor with you to the hearing you can do so but you will need to arrange this yourself. If you are going to bring someone with you to the hearing you should let the Clerk to the Panel know in advance.

Before the hearing

You need to confirm that you can attend the hearing on the date set. If you cannot attend on the date of the appeal hearing and it cannot be rescheduled (for example, because it is a multiple appeal involving lots of other parents), the appeal will go ahead in your absence. Your appeal will be decided on the written information you submit. *It is important that you include as much relevant information as you can in order that the panel can make as informed a decision as possible.*

You should also provide any written evidence that is asked for in the letter. Members of the school you are appealing for are not allowed to support your appeal, for example by writing a letter for you to take to the hearing.

Letters from your child's current school will not be taken into consideration by the appeal panel, nor will school reports. Derby Moor Spencer Academy Trust is a non-selective authority therefore such information is not necessary.

You can request information from the admission authority to help you prepare your case. Contact a member of the School Admissions Team or the Choice Adviser (see contact details later in the document)

What happens at the hearing?

The hearing will be as informal as possible but will follow a set procedure.

Step One:

The admission authority's representative explains to the appeal panel the reasons for turning down your application.

The panel decides whether the admission authority applied their published arrangements correctly, and whether there was good reason for turning down your application. In short this means that the Panel have to decide whether the admission arrangements for the school were properly applied and, if so, whether giving your child a place would prejudice the provision of efficient education or the efficient use of the resources at the school, that is to say whether the school will experience difficulties if it admits another child. If the Panel finds that there would be no prejudice then it must uphold your appeal and your child will be admitted to the school. If the Panel finds that there is prejudice then it must go on to the second stage.

Step Two:

If the panel decides there was good reason for turning down your application, you will still have the chance to state why you are appealing against the decision. You will be able to:

- explain why you believe that the school would be the best place for your child;
- tell the panel about any special circumstances that might justify your child being awarded a place;
- submit additional evidence or documentation that might be relevant to your appeal, such as a medical note from a doctor to support an application on the basis of exceptional social or medical need;

This is the balancing stage, where the Panel reaches its decision by weighing the difficulties the school would experience if it took another child against the strength of your case. If the Panel decides that your case outweighs the difficulties of the school, your appeal will be upheld and your child will be admitted to the school. Otherwise, your appeal will be unsuccessful.

Step Three:

If the panel decides that your case is the stronger, it will uphold your appeal and your child will be awarded a place at the school. If it finds that the admission authority's case is stronger, it will uphold the decision not to offer your child a place.

When will I be informed of the Panel's decision?

The panel will let you and the admission authority know their decision by post within seven days of the appeal hearing. If your appeal is successful your child will be offered a place at the school.

Is the Panel's decision final?

The Panel's decision is binding on the school and the Admission Authority. This means that, if your appeal is successful, the school must admit your child. If your appeal is not successful your child's name may remain on the waiting list held by the Local Authority for the remainder of the academic year .

There is no further right of appeal. However, if you feel that the appeal panel has not been properly set up or has not followed procedures correctly you can complain to the Local Government Ombudsman. You should note that the Ombudsman cannot overturn the Panel's decision as this can only be done by the courts.

Is there anything I can do if my appeal fails?

You can't appeal twice for a place at the same school in the same school year unless the admission authority agrees that your first appeal wasn't conducted correctly or they accept that there has been a change in your circumstances.

You can apply for a place the following school year, and if your application is refused, you have the right to appeal again.

Can I complain about the appeals process?

If you are unhappy about the way the appeal process was carried out you can complain to your Local Government Ombudsman. While they can recommend a new appeal, the Ombudsman can't review or overturn the appeal panel's decision.

If there is a change in your circumstances you may be able to apply to appeal again, if the admission authority considers the change relevant to your application.

Appeal panels are independent bodies, so the Secretary of State for Children, Schools and Families cannot review or overturn the decisions of individual panels. They can only consider complaints about whether the appeal panel was correctly set up by the admission authority.

Returning your completed form

Please complete the Appeal form in full, sign it (keep the guidance notes to remind you of what the Appeal will involve) and send the completed Appeal form to the address shown by 31 March 2023 at the very latest.

Definitions of Terms Used in this Booklet

The following are definitions of terms and phrases used in the admission process. Individual schools, which are admitting authorities, can choose to adopt different definitions. If they do so they must make clear to parents how they have defined these terms.

Academies

Academies are all-ability, state- funded schools. They have sponsors from a wide range of backgrounds. Sponsors appoint the majority of governors to the governing body, which agrees the academies admission arrangements with DFE.

Admission authority

The body which sets a school's admission arrangements. This is either the local authority in the case of maintained or voluntary controlled schools or the governing body for all other schools.

Admission arrangements

The overall procedure, practices and oversubscription criteria used in deciding allocation of school places.

Appeal panel

An independent panel who hears appeals against admissions decisions.

Catchment area

A defined geographical area which is used to decide which applications may be given priority to attend a particular school.

Children in care (looked after children)

Children who are in the care of local authorities.

Community schools

Community schools are schools run by the authority (maintained schools or voluntary controlled schools) which decides on the admission arrangements.

Distance from home to school

Distance will be measured by the shortest walking route from the front door of the child's permanent home address (including flats and apartments) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school being given preference.

Exceptional medical need

The term 'Exceptional Medical Need' means that the family's health and welfare would be best served if their child attended the school. Parents / guardians need to provide to provide medical evidence in the form of a letter or report from a doctor to support their case. They have to establish that the school is the best / only school to serve their family's needs. They also need to state why other schools could not provide the appropriate support for their family's needs.

The documentary evidence should be submitted with the preference form by the closing date.

Exceptional social need

The term 'Exceptional Social Need' means that the family's health and welfare would be best served if their child attended the school. Parents / guardians need to provide evidence in the form of a letter or report from a social worker or other professional in the area of children's welfare to support their case. They would have to establish that the school was the best / only school to service their family's needs. They also need to state why other schools could not provide the appropriate support for their family's needs. The documentary evidence should be submitted with the preference form by the closing date.

Governing bodies

Every school has a governing body, which often includes parents. Governing bodies promote high standards of educational achievement. They have three key roles: setting strategic direction, ensuring accountability and monitoring and evaluation.

Home address

It is not possible for parents to obtain a place in an oversubscribed school by sending their child to live with a friend or relative who live closer to the school. When determining admissions the child's permanent home address is used. This is defined as the permanent home address of the parent or legal guardian. If parents or legal guardians live at different addresses and both have parental responsibility the address used to claim child benefit will be used to determine the child's permanent address. Where required parents/legal guardians will also be required to provide proof in the form of a recent council tax bill, a utility bill, a tenancy agreement or exchange of contracts on a new home to prove that they live at the address.

Parent / family member

A parent is any person who has parental responsibility or care of the child.

Sibling

The term sibling includes: brothers and sisters, foster brothers or sisters, half brothers or sisters and step brothers or sisters living at the same address and as a family unit.



Appeal against Admission Decision

To be completed by the parent or carer

Child's first name(s): Family name:

Child's date of birth: **Name(s) of parent(s) or carer(s):**

Contact address: Title: Name:

..... Contact telephone:

..... Title: Name:

..... Postcode: Contact telephone:

Email address:

School currently or previously attended:

Name of any siblings (brothers and sisters) who currently attend Secondary School:

Name	Date of Birth	Secondary School

Statement by parent(s) or carer(s)

Please include any social or medical reasons that you feel are relevant to your case for gaining a place at this particular school. If you have social or medical reasons, these should be supported with appropriate documentation from a qualified person (doctor, social worker and so on).

I wish to appeal against the decision not to offer my child a place at School because

.....

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.....

Please continue overleaf if required. **Please turn over**

Received by Admissions

Appeal against Admission Decision continued

Statement by parent(s) or carer(s), continued[illegible]

Have you appealed before? ☐ Yes ☐ No. If **yes**, please give the name(s) of the schools and the year(s).

Name of school (1): Year of appeal:

Name of school (2): Year of appeal:

Would you like an interpreter to help you at the appeal hearing? ☐ Yes ☐ No

If **yes**, which language do you speak?

Signature of parent or carer: Date:

Please tick: ☐ Mother ☐ Father ☐ Legal guardian ☐

Other, please specify:

Please return this form to:

Clerk to the Admission Appeal Panel
Derby Moor Academy Moorway Lane
Littleover Derby DE23 2FS

Tel: 01332 772706

Fax: 01332 776460

E-mail: info@derbymoorschools.co.uk

Date of your allocation/refusal letter:

EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

Equality Impact Assessment of DMA Policy						
Title of Policy	Determined Admissions Policy					
PART 1	Positive Impact – reducing inequalities					
Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied. <i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i>	<p>How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist?</p> <p>All potential students will have the opportunity to apply to Derby Moor Spencer Academy without discrimination. All potential students who apply will be subject to the criteria as discussed within the policy so eliminating any possibility of potential students not being admitted on unfair grounds.</p> <p>Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics?</p> <p>It is critical that all potential students are not discriminated against in relation to admission to the school. The school must follow the criteria set in admitting students to the school. Parents have a right of appeal if their place is refused and above this a right to contact the Admissions Ombudsman should they feel that an appeal has not been heard in a non-discriminatory way.</p>					
Characteristics Indicate areas of likely impact	Promote equal opportunities	Get rid of discrimination	Get rid of harassment	Promote good community relations	Promote positive attitudes	Promote/ protect human rights
D	Y	Y		Y	Y	Y
GA	Y	Y		Y	Y	Y
P	Y	Y		Y	Y	Y
R	Y	Y		Y	Y	Y
R/B	Y	Y		Y	Y	Y
S	Y	Y		Y	Y	Y
SO	Y	Y		Y	Y	Y
A						
M/CP						
Equality Impact Assessment of DMA Policy	Records					
Name of person responsible for policy	Catherine Bhundia					
Date of EIA of Policy	09/06/21					

A = Age, M/CP = Marriage and Civil Partnerships –applies in respect of employment framework policies

Equality Impact Assessment of DMA Policy	Evidence
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PART 2	
<p>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</p> <p><i>D = Disability, GA = Gender reassignment, P = Pregnancy & Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i></p>	<p>What is the evidence for your answers above? (list any quantitative and qualitative</p> <p>The policy is followed to ensure equality of admission to the school. This is overseen by the Local Authority who control the application process and also the waiting list.</p> <p>Any parent who is unsuccessful at gaining a place at Derby Moor Spencer Academy for their child is able to appeal to an independent appeals panel in order to attain a school place.</p>

Equality Impact Assessment of DMA Policy	Conclusion
PART 3	
Summary of findings	Current findings would suggest that procedures are robust and no individual/s or discriminated against.

Equality Impact Assessment of DMA Policy	Next steps		
PART 4			
Category	Actions	Target Date	Person responsible
Next Steps – Action Plan			
Practical changes required to reduce adverse impact			
Monitoring and evaluation and Review (publish revised policy)	Review policy annually	Summer Term Annually	CBH



Firs Primary School

**DRAFT Admissions Policy (for
consultation)**

September 2021

For admissions from September 2023

1. Introduction

At Firs Primary we value and appreciate our very diverse community and believe that every child has the potential to achieve academic success.

Through our curriculum and school ethos we support each child to feel secure, supported and loved, enabling them to achieve social and emotional wellbeing.

We are proud of all our children and endeavour to make them feel proud of themselves, their school and their cultural heritage, recognising their individuality, personal strengths and creativity.

As part of our Firs family we encourage positive attitudes, independence and high aspiration, ensuring every member of our family knows the value they can add to society.

At Firs Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Firs Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.

- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The normal PAN for new Reception pupils is 50.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children who have brothers or sisters* of compulsory school age still attending the school at the time of their admission.
- 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.
- 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.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by the closing date.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

** Brothers or sisters (siblings): 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.

****Catchment Area:** Catchment areas in Derby can be seen by going to [Firs Catchment Map](#).

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the Nursery to the Primary / Infant School.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.

Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.

- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10.Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals

will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.



Griffe Field Primary School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

At Griffe Field Primary School we aim to develop successful, fulfilled young people, well skilled, with enquiring minds and positive, responsible attitudes.

At Griffe Field Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Griffe Field Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.

- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 60.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- 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.
- Other children living in the catchment area at the time of admission.
- 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.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by the closing date of 15 January.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

**Catchment Area: Catchment areas in Derby can be seen by going to [Griffe Field Catchment Map](#).*

*** Brothers or sisters (siblings): 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.

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the Nursery to the Primary School.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January

in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

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The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10.Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11.Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Hackwood Primary Academy

ADMISSIONS POLICY 2023/24

Updated Sept. 2021



THE HARMONY TRUST
BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 60

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



Hardwick Primary school

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

"We want everyone who is part of this school and its community to care about each other and help us to be better than our previous best, so that we can all achieve our potential. We want it to be a

place where everyone is respected and included and where we all share a love of learning, full of exciting experiences.”

We want everyone involved with our school to CARE and make it a place that is;

Caring - where everyone cares about each other and our school

Achieving - where everyone always does better than their previous best

Respectful - where everyone remembers their manners and respects one another

Exciting - where everyone enjoys learning and experiencing new challenges

Our School Code

At Hardwick Primary School we:

- Care about each other and our school
- Always do our best
- Remember our manners
- Enjoy learning

At Hardwick Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Hardwick Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception and Key Stage 1 pupils is 60 and the PAN for Key Stage 2 pupils is 90.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children who live within the catchment area* at the closing date for applications and who at the time of admission will have a brother or sister** attending the school.
- Children who live outside the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school.
- Children who are currently attending St Chad's C of E Nursery & Infant School (Gordon Road, Derby DE23 6WR) as the main feeder school to Hardwick Primary School.
- Other children who live in the catchment area at the time for admission (the Academy will assess applications from the address the parents are living at the closing date and will reassess applications on the National Offer Date).
- Other children who live outside the catchment area.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

**Catchment Area: Catchment areas in Derby can be seen by going to [Hardwick Catchment Map](#).*

***** Brothers or sisters (siblings): 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.

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the Nursery to the Primary School.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of

pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school (applicable to religious schools only).
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.

- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in--year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

[Admission appeals for infant classes only] The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Lakeside Primary Academy

ADMISSIONS POLICY 23/24

Updated Sept. 2021



THE HARMONY TRUST
BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.

MURRAY PARK SCHOOL
ADMISSION ARRANGEMENTS NEW YEAR 7 AND IN-YEAR TRANSFER
2023-24

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 2023 as a new year 7, 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/schooladmissions/secondary-schools-admissions/apply-for-year-7-at-secondary-school/>

If you are applying for a school place at another time (change of school) 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-tochange-secondary-school/index.html>

If your child has a Special Educational Need and/or Disability (SEND) and/or additional health care plan () or need to contact Derby City Council Inclusive Learning Service on 01332 343434 or follow this link [EHC assessments and plans - Derby City Council](#)

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

The admission number for September 2023 is 280. 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:

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 67. 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.

1. Those living in the defined “normal catchment” area (map available)
2. 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.
3. 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 each of two or more children or offspring having one or both parents in common; a brother or sister. 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.

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

Admission appeals timetable;

- for lodging appeals at least 20 school days after notification
- reasonable deadlines for appellants to submit evidence and for the clerk to send papers out
- at least 10 days notice of the appeal hearing

Decision letters sent within 5 school days of the hearing.

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-schoolplaces/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*.

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

The changes mean:

- admission authorities will have sufficient time to deal with the annual peak in appeals for children due to start new schools from September 2021
- 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 **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.



SCHOOL ADMISSION POLICY

2023/24

Oakwood Junior School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Oakwood Junior School has a planned admission number (PAN) of 90 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City 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.

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

Children's position on the waiting list will be determined solely in accordance with the over subscription 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 it.

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

6. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.



SCHOOL ADMISSION POLICY

2023/24

Portway Junior School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Portway Junior School has a planned admission number (PAN) of 90 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year. This will be maintained by the Derby City 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 over subscription 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 it.

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

6. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.



TRANSFORM TRUST
"Together we achieve"



RAVENSDALE JUNIOR SCHOOL

ADMISSIONS POLICY 2023 –

2024

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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.

Parents can state preferences for any combination of the following schools:

2.5

- 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 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 reclassified as a 'late' application.

2.9

Secondary transfer - in all cases applications must be received by the closing date of 31 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

- 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 19 April 2022. Parents who applied online will also be able to view the decision online on 19 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>.
- 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.

Right of Appeal

5

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 2022; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2022.
- (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2021; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 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 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/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

[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/](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

[389448/Summer_born_admissions_advice_Dec_2014.pdf](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-childrenadmissions.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. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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. (The inclusion of children in care outside of England is conditional on the School Admissions Code 2021 being passed by Parliament)
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.
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 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 2021 (Secondary)
15 January 2022 (Primary)

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.

Reigate Park Primary Academy

ADMISSIONS POLICY 23/24

Updated Sept. 2021



THE HARMONY TRUST
BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 60

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



SCHOOL ADMISSION POLICY

2023/24

Springfield Primary School

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1. Overview

All schools in the Odyssey Collaborative Trust use Derby City Council's School Admissions Department as the administration service to process all admissions and appeals for individual schools.

Springfield Primary School has a planned admission number (PAN) of 45 for entry into each year group. The school will accordingly admit this number in each year group if sufficient applications are received. All applicants will be admitted if the number of applications is fewer than the PAN. The school also has an Enhanced Resource Provision (ERF) for children with a diagnosis of Autism Spectrum Condition. Places in the ERF are allocated by the Derby City Local Authority and are not dealt with in this policy.

The school will admit any pupils with an Education, Health and Care Plan naming the school. Priority will then be given to those children who meet the criteria set out below in the following order:

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
2. Children living in the catchment area of the school at the time of admission² who are siblings of pupils attending the school at the time of admission³
3. Children living in the catchment area of the school at the time of admission who are not siblings of pupils attending the school at the time of admission
4. Children living outside the catchment area at the time of admission who are siblings of pupils attending the school at the time of admission
5. Children living outside the catchment area at the time of admission who do not have siblings attending the school at the time of admission
6. Applications made late. Applications made after the relevant national closing date will be considered after all other provisional offers have been determined. 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.

2. Tie-breaks

Proximity to the school will first be applied if the school is oversubscribed in any of the above criteria, with those living closest to the school having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the school.

¹ A looked after child is a child who is (a) in the care of a local authority (including foreign equivalent), 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 To avoid issues where a family moves house after their application is submitted, applications will be reassessed on the National Offer Date. Parents must inform the school if they have moved address since the application was made.

³ "Sibling" means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother 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

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any individual case.

However, if children of multiple birth (e.g. twins) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

For parents who share parental responsibility, the distance will be calculated from the permanent home address of the child.

3. Deferred entry and admission of children outside their normal age group

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis.

If a request is refused, the child will still be considered for admission to their normal age group. With the application, parents should request that the child is admitted to another year group (stating 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:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of medical professionals;
- 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. The school 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.

4. Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the school

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

year. This will be maintained by the Derby City 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 over subscription 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 it.

5. Timeline for admissions process

The following link gives you the timeline associated with the process for applications for a primary school place

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

6. 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. Appellants should contact the school directly for details of how to appeal. The school website has a timetable which outlines the dates for appealing.



St Chads CE Nursery & Infant School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

LOVE God **LOVE** Neighbour **LOVE** Self (*Matthew 22:36*)

Our school vision takes inspiration from and is deeply rooted in the Greatest Commandment:

“Love God with all your heart and with all your soul and with all your mind and love your neighbour as yourself”.

We are an inclusive school and our vision, though distinctively Christian, welcomes and values all faiths and cultures within our diverse school community. Our school’s core values of **love, friendship, compassion and respect** sit at the heart of our school community and underpin every aspect of school life.

Love: “Do everything with love”. (*Corinthians 16:14*)

Friendship: “Encourage one another and build each other up”. (*Thessalonians 5:11*)

Compassion: “Be kind to one another”. (*Ephesians 4:32*)

Respect: “Treat others as you want to be treated”. (*Luke 6:31*)

At St Chad’s, we consider the role that we play in our children’s education is an immense privilege. During their time in our school, our children will lay many important foundations and achieve many significant milestones that will help carve their future towards becoming happy, well-rounded and successful lifelong learners.

We want every child in our care to:

- know that they are special, unique, valued and loved;
- experience life in its fullness and achieve their fullest potential;
- have a high self-regard and positive mental health;
- make excellent educational progress, regardless of their background or starting points;
- show love, compassion and respect towards themselves, each other and their world;
- be equipped with the necessary skills and character to overcome challenges that they may encounter in life;
- flourish with their unique God-given talents in all that they choose to do.

Our **LOVE** Promise

We seek to be positive role models to our children, guiding and teaching them through our ‘LOVE Promise’. We:

Look after our school and each other.

Only ever do our best.

Value everyone and remember our manners

Enjoy our learning!

At St Chads CE Nursery & Infant School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of St Chads CE Nursery & Infant School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 40.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 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.
- 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).
- 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.
- St Chad's - children whose parents request a place on religious grounds*** as stated on their application form.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by the closing date for admissions.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

**Catchment Area: Catchment areas in Derby can be seen by going to [St Chads Catchment Map](#).*

*** Brothers or sisters (siblings): 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.

****Religious Grounds: Parents seeking a place on religious grounds should obtain a letter of support from a minister, priest or pastor or religious leader if the child is a member of another Christian church or world faith, who knows the family and can confirm regular attendance at public worship.*

Regular worship is defined as attendance at public worship at least once a month.

This must be included with the application. Where appropriate baptismal certificates should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the

school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the infant school. A separate application form must be completed on transfer from the Nursery to the Infant School.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.]

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.



St James' CE Junior School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

At St James' CE Junior School we want everyone involved with our school to GROW and make our schools a place where everyone:

- is **grateful** for our caring community and can feel safe, surrounded by God's love;
- works and learns together showing **respect** and understanding;
- aims to be **outstanding** and has the opportunity to be the best that they can be;
- all children, their families and the community we serve are **welcome**.

Our School Code

At St James' Church of England Primary School we:

- **Give** thanks every day
- **Remember** our manners
- **Only** ever do our best
- **Walk** around school wearing a smile

British Values

It is through our strong ethos, vision and values that we teach children the fundamental British values of:

- democracy
- the rule of law
- individual liberty
- mutual respect and tolerance

At St James' CE Junior School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of St James' CE Junior School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Year 3 pupils is 75.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Additionally, places may be offered (if available) to siblings* of children already attending St James' CE Infant School or Rosehill Infant School who will still be at that school at the time of admission of the sibling.
- Children living within the Walbrook Epiphany ecclesiastical parish**.
- 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 alongside a completed Supplementary Information Form (appendix A). Churches Together are:

http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

- Other children will then be considered for places should these be available.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

** Brothers or sisters (siblings): 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.

**** Walbrook Epiphany ecclesiastical parish: Catchment areas in Derby can be seen by going to [St James Catchment Map](#).**

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.

Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to year 3 rather than year 4.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area ***[primary schools do not have to consult with secondary schools]***
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.

- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

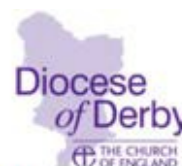
If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Appendix A

ONLY COMPLETE THIS FORM IF YOU ARE APPLYING FOR ANY OF THE SCHOOLS BELOW

SUPPLEMENTARY FORM FOR CHURCH OF ENGLAND PRIMARY SCHOOLS IN DERBY

All families are welcome to apply. Please fill in this form as fully as possible in block capitals.



NAME OF CHILD: _____ DOB: _____ PARENT/CARER NAME: _____

ADDRESS: _____

TELEPHONE NUMBERS (S): _____

CURRENT SCHOOL OR NURSERY: _____

SCHOOL NAME Please indicate preference	ADDRESS	TELEPHONE
BISHOP LONSDALE	ST ALBANS ROAD, DERBY, DE22 3HH	344795
ST. JAMES' INFANT	LEONARD STREET, DERBY, DE23 8EG	229229
ST. JAMES' JUNIOR	REGINALD STREET, DERBY, DE23 8FQ	229229
ST. PETER'S JUNIOR	THORNHILL ROAD, LITTLEOVER, DERBY, DE23 6FZ	767158
ST. WERBURGH'S PRIMARY	CHURCH STREET, SPONDON, DERBY, DE21 7LL	673827
WALTER EVANS PRIMARY	DARLEY ABBEY DRIVE, DARLEY ABBEY, DERBY, DE22 1EF	557139

REASON FOR WANTING CHILD TO ATTEND A CHURCH OF ENGLAND SCHOOL	
Child in public care	
Brother or sister attends the school (includes adopted and fostered children) Please state name(s) and date(s) of birth	
Name _____ DOB _____	
Name _____ DOB _____	
Family lives in the normal area of the school	
Family regularly attends the Parish Church or another Church*	
Family would like a Church of England education but does not attend church	
Other	

CHURCH APPLICATION Variation for Covid-19 – church attendance will be calculated only for the period when churches were open for public worship.

A. Name of Parish Church or other Church where you normally attend religious services
B. Name of Parish Priest who can verify information in A.
C. Please provide a letter from your priest, minister or pastor to confirm that one or both of the parents/carers regularly (*i.e. at least once a month) attends worship

Please send this **Supplementary Form** directly to the school you are applying for along with a copy of any letters of support from your priest, minister, pastor or faith leader.

I verify that the above information is correct.

Signature of Parent/Carer: _____



St Peter's CE Junior School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction

At St Peter's CE Junior School we want everyone involved with our school to embrace our Mission:

Unlocking our Potential

We believe all children can unlock their potential at St Peter's and we strive for every member of our school family to succeed and flourish with us. This belief is founded on our school vision and values: ***Through our core Christian values of perseverance, compassion, respect and courage, we seek to empower and inspire a community of ambitious, caring and respectful children who have the faith and courage to positively impact our world.***

With God, all things are possible.

Matthew 19:26

These values were chosen by our school family and we aim to embody these Christian values in all we do. They guide us, ground us and bind us. Therefore every family from across our community, including those of different faiths and no faith, are welcomed at St. Peter's and we are proud of our diversity.

At St Peter's CE Junior School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of St Peter's CE Junior School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.

- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Year 3 pupils is 64.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- i) Children of regular worshippers* at the Parish Church of St Peter who live within the parish
ii) Children of regular worshippers* at the Parish Church of St Peter who live outside the parish
iii) Children of regular worshippers* at other parish churches where the church has no church-aided schools
iv) Children of regular worshippers* of other Christian denominations who live within St Peter's Parish**, as defined by the Churches Together*** for Britain and Ireland.
- Children who have a brother or sister**** attending the school in years 3 to 5 at the time of application
- Children of parents who reside in the Parish of St Peter's, Littleover
- Children of parents not resident in the Parish, but who are attending Carlyle Infant School at the time of application
- Children of parents not resident in the parish of St Peter's, Littleover

- Any other children will then be considered for places should these be available.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

** Regular worshippers: This means one parent/carer attending at least once a month for at least the 12 months prior to application, a Priest or Minister must confirm this in writing alongside submission of a completed Supplementary Information Form (Appendix A).*

*** St Peter's Parish: Catchment areas in Derby can be seen by going to [St Peters Catchment Map](#).*

**** Churches Together are:*

http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

***** Brothers or sisters (siblings): 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.

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.]

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to year 4 rather than year 3.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.

- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by 8 August in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth

- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Appendix A

ONLY COMPLETE THIS FORM IF YOU ARE APPLYING FOR ANY OF THE SCHOOLS BELOW

SUPPLEMENTARY FORM FOR CHURCH OF ENGLAND PRIMARY SCHOOLS IN DERBY

All families are welcome to apply. Please fill in this form as fully as possible in block capitals.



NAME OF CHILD: _____ DOB: _____ PARENT/CARER NAME: _____

ADDRESS: _____

TELEPHONE NUMBERS (S): _____

CURRENT SCHOOL OR NURSERY: _____

SCHOOL NAME Please indicate preference	ADDRESS	TELEPHONE
BISHOP LONSDALE	ST ALBANS ROAD, DERBY, DE22 3HH	344795
ST. JAMES' INFANT	LEONARD STREET, DERBY, DE23 8EG	229229
ST. JAMES' JUNIOR	REGINALD STREET, DERBY, DE23 8FQ	229229
ST. PETER'S JUNIOR	THORNHILL ROAD, LITTLEOVER, DERBY, DE23 6FZ	767158
ST. WERBURGH'S PRIMARY	CHURCH STREET, SPONDON, DERBY, DE21 7LL	673827
WALTER EVANS PRIMARY	DARLEY ABBEY DRIVE, DARLEY ABBEY, DERBY, DE22 1EF	557139

REASON FOR WANTING CHILD TO ATTEND A CHURCH OF ENGLAND SCHOOL.	
Child in public care	
Brother or sister attends the school (includes adopted and fostered children) Please state name(s) and date(s) of birth	
Name _____ DOB _____	
Name _____ DOB _____	
Family lives in the normal area of the school	
Family regularly attends the Parish Church or another Church*	
Family would like a Church of England education but does not attend church	
Other	

CHURCH APPLICATION Variation for Covid-19 – church attendance will be calculated only for the period when churches were open for public worship.

A. Name of Parish Church or other Church where you normally attend religious services
B. Name of Parish Priest who can verify information in A.
C. Please provide a letter from your priest, minister or pastor to confirm that one or both of the parents/carers regularly (*i.e. at least once a month) attends worship

Please send this **Supplementary Form** directly to the school you are applying for along with a copy of any letters of support from your priest, minister, pastor or faith leader.

I verify that the above information is correct.

Signature of Parent/Carer: _____



St Werburgh's CE Primary
School

DRAFT Admissions Policy (for
consultation)

September 2021

For admissions from September 2023

1. Introduction

At St Werburgh's CE Primary School we want every child to be the best person that they can possibly be and to know that they have a valuable place in God's world. The whole school and church community are committed to working together towards this end, so each child can blossom academically, socially and spiritually. Our school motto: *Achieve, Believe, Together*, helps us to remember how we can do this:

- By being good role models- like Jesus
- Taking pride in ourselves and our work
- Having high expectations
- Being prepared to have a go
- Being a team player.

In this way we ensure that all our pupils are happy, confident and fully prepared to enjoy life, whilst at the same time providing them with the skills needed to make their own unique contribution to God's world.

In our St Werburgh's family we have an amazing group of children, parents, staff and governors who make our school so special. Together we take an immense pride in leading our children through a very important journey... that of learning.

We look forward to welcoming you to our school, where you will find out lots more about us from the experts; our children!

At St Werburgh's CE Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of St Werburgh's CE Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.

- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 45.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Children who will have a sibling* 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. The letter of support must be accompanied by a completed Supplementary Information Form (Appendix A).
- Children resident within the Ecclesiastical Parish of St.Werburgh's Spondon**.
- 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 alongside a completed Supplementary Information Form (Appendix A).
- Other children.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

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

**** Ecclesiastical Parish of St.Werburgh's Spondon: Catchment areas in Derby can be seen by going to [St Werburghs Catchment Map](#).**

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint

declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made.

Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.

- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.

- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.

- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Appendix A

ONLY COMPLETE THIS FORM IF YOU ARE APPLYING FOR ANY OF THE SCHOOLS BELOW

SUPPLEMENTARY FORM FOR CHURCH OF ENGLAND PRIMARY SCHOOLS IN DERBY

All families are welcome to apply. Please fill in this form as fully as possible in block capitals.



NAME OF CHILD: _____ DOB: _____ PARENT/CARER NAME: _____

ADDRESS: _____

TELEPHONE NUMBERS (S): _____

CURRENT SCHOOL OR NURSERY: _____

SCHOOL NAME Please indicate preference	ADDRESS	TELEPHONE
BISHOP LONSDALE	ST ALBANS ROAD, DERBY, DE22 3HH	344795
ST. JAMES' INFANT	LEONARD STREET, DERBY, DE23 8EG	229229
ST. JAMES' JUNIOR	REGINALD STREET, DERBY, DE23 8FQ	229229
ST. PETER'S JUNIOR	THORNHILL ROAD, LITTLEOVER, DERBY, DE23 6FZ	767158
ST. WERBURGH'S PRIMARY	CHURCH STREET, SPONDON, DERBY, DE21 7LL	673827
WALTER EVANS PRIMARY	DARLEY ABBEY DRIVE, DARLEY ABBEY, DERBY, DE22 1EF	557139

REASON FOR WANTING CHILD TO ATTEND A CHURCH OF ENGLAND SCHOOL.	
Child in public care	
Brother or sister attends the school (includes adopted and fostered children) Please state name(s) and date(s) of birth	
Name _____ DOB _____	
Name _____ DOB _____	
Family lives in the normal area of the school	
Family regularly attends the Parish Church or another Church*	
Family would like a Church of England education but does not attend church	
Other	

CHURCH APPLICATION Variation for Covid-19 – church attendance will be calculated only for the period when churches were open for public worship.

A. Name of Parish Church or other Church where you normally attend religious services
B. Name of Parish Priest who can verify information in A.
C. Please provide a letter from your priest, minister or pastor to confirm that one or both of the parents/carers regularly (*i.e. at least once a month) attends worship

Please send this **Supplementary Form** directly to the school you are applying for along with a copy of any letters of support from your priest, minister, pastor or faith leader.

I verify that the above information is correct.

Signature of Parent/Carer: _____



THE BEMROSE SCHOOL

ADMISSIONS POLICY

AUTHOR: A SCOTT & K BEECROFT

ADOPTED: SEPTEMBER 2021

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 and all previously 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 appear to the admission authority to be in state care outside of England
- Being provided with accommodation by a local authority in exercise of its social services functions
- looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted”.

Previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England, 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.

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.

Village Primary Academy

ADMISSIONS POLICY 23/24

Updated Sept. 2021



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Pupil Admission Number 90

The Harmony Trust operates its admission procedures in accordance with the policy laid down by the Board of Trustees and in line with relevant LA statutory requirements. This policy will not discriminate on grounds of race, religion, disability, special need or ethnic origin. Wherever possible it is recommended that an academy contacts the pupil to be admitted to ask if the child has any special educational needs or special requirements prior to arranging an admission date within the required period.

Where a consultation request for a school place for an SEND child is received, each academy will make an assessment of the contextual factors placed upon the academy and in particular cohorts in relation to the request. Where leaders are considering declining the request as they feel the child's needs cannot be met, academy leaders must contact the Head of Inclusion before responding to the consultation request. A request should not be declined on the grounds that an academy feels they cannot meet a child's special, social, education or behaviour needs or because they have a history of disruption. Whilst consideration will always be given to staffing needed to support applications for pupils with SEND, equipment and environmental needs, the inclusion team will work with leaders to consultation with the local authority about how additional resources can be provided. Similarly our Trust values demonstrate our willingness to consider offering new opportunities to pupils who may have previously experienced difficulties, including behavioural issues, where it is reasonable to do so. Parents/carers and pupils may be asked to make agreements as to future conduct and attendance, but such an agreement will not be used as a condition of entry.

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. 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 as shown below.

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), or (c) appears 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.
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 2 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 2 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 3-6 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.



Walter Evans CE Primary School

DRAFT Admissions Policy (for consultation)

September 2021

For admissions from September 2023

1. Introduction



Our school vision is rooted in the Christian faith. As a proud Church of England school, our vision is underpinned by the Church of England's vision for education. This vision identifies four interlinking aims for all our pupils and, at its heart, lies **LOVE** (Luke 10:27).

It is this **LOVE** for God, for our neighbours and ourselves, that forms our Christian foundation to underpin all that we do.

At Walter Evans we learn and achieve together within a safe, respectful and welcoming Christian community. Our children's spiritual and moral development is strengthened by our values, giving them the confidence needed to move on into the wider world.

At Walter Evans CE Primary School, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

DDAT is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Walter Evans CE Primary School on behalf of the Academy Trust.

Any objections in respect of the admissions arrangements not complying with the legal framework can be made to the Officer of the Schools Adjudicator.

2. Legal framework

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

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

3. Roles and responsibilities

The Local Governing Body is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria do not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Publicly consulting on any proposed changes to the admissions arrangements as required by law.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process to an Independent Admissions Panel.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.

- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions

The headteacher is responsible for:

- Liaising with the Local Governing Body where relevant regarding admitting pupils to the school.
- Working with the Local Governing Body when determining the school's capacity.
- Ensuring that the Local Governing Body has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

4. Determining a Published Admission Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 60.

The school will publish its PAN annually. The Local Governing Body will notify the LA of any increases to the agreed PANs and will reference the changes on the school's website. The Local Governing Body will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel which is completely independent of the school.

5. Oversubscription criteria

The Local Governing Body will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the trust board will apply the following oversubscription criteria, in order of priority given:

- Looked After Children (LAC) and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted

- Children who will have a brother or a sister* attending the school at the time of their admission.
- Children living within the ecclesiastical parish of St Matthew's, Darley Abbey**.
- 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 Paul's Church, Chester Green for a minimum of 12 months. A priest or minister from one of these churches must confirm this in writing and you must submit a completed Supplementary Information Form (Appendix A). 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
- Other children whose parents have requested a place.
- 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.

All pupils who have named the school in their EHC plan will be admitted.

Definitions

** Brothers or sisters (siblings): 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.

*** Ecclesiastical parish of St Matthew's, Darley Abbey: Catchment areas in Derby can be seen by going to [Walter Evans Catchment Map](#).*

Tie-Breaker

If there is a 'tie-breaker' between oversubscribed pupils, the school will follow a fair, clear and effective procedure by allocating the place to the pupil who lives closest to school.

Distance will be measured from the front door of the child's home address to the main entrance of the school using the Local Authority's Geographic Information System. Those living closer to the school receive the higher priority. If the distance between two or more children's houses and the school is the same, the allocation of the place will be made by the drawing of lots.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change.

Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the Nursery to the Primary.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.]

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Governors 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.

There is no right of appeal against a decision relating to admission out of chronological age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children, taking the school over its PAN.

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.

Equal opportunities

The Local Governing Body will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the Local Governing Body can justify how this is a proportionate means of achieving a legitimate aim.

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

6. Consultation, determination and publication

Consultation

The Local Governing Body will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The trust board will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The Local Governing Body will consult with the following:

- Parents of children between the ages of two and 18
- Other admission authorities within the relevant area
- The LA
- Any LAs in which pupils have historically come from
- The individual representing the religion or religious denomination of the school.
- Any other stakeholders.

Determination and publication of admissions arrangements

When formulating the school's admission arrangements, the Local Governing Body will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria published in their admission arrangements.
- Take into account any previous schools attended unless it is a named feeder school.
- Give priority to children whose parents rank preferred schools in their application.
- Introduce any new selection by ability.
- Give priority to children based on any practical or financial support their parents give to the school or associated parties, including any affiliated religious organisation.
- Give priority to children according to the occupational, marital, financial or educational status of parents applying – apart from where these factors determine a child's pupil premium eligibility.
- Take account of reports from previous schools about children's past behaviour, attendance, attitude or achievement, or that of any other children in the family.
- Discriminate against any protected characteristic.
- Give priority based on a child's or their parents' past or present hobbies or activities.
- Name fee-paying independent schools as feeder schools.
- Interview children or parents.
- Request financial contributions as part of the admissions process.
- Request photographs of children – apart from for proof of identity when sitting selection tests.

The Local Governing Body will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The Local Governing Body will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to be displayed for the whole offer year.

A copy of the admission arrangements will be sent to the individual or body representing the school's religious character.

Any objections to the admission arrangements will be directed to the Schools Adjudicator by 15 May in the determination year.

The Local Governing Body will provide the LA with all of the information it needs to compile the composite prospectus by [8 August] in the determination year.

Variations

The Local Governing Body will not revise the admissions arrangements for a school year once they have been determined, unless this would be necessary to give effect to a mandatory requirement, a determination of the Schools Adjudicator, or any misprint in the admission arrangements.

The Local Governing Body may, in exceptional circumstances, propose variations where there have been major changes in circumstances that necessitate a change.

Any proposals to vary the admissions arrangements will be referred to the Secretary of State.

7. Applications and offers

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the Local Governing Body may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the Local Governing Body will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

Allocating places

The Local Governing Body will only allocate places on the basis of determined admissions arrangements. Any decisions to offer or refuse places will be decided by the Local Governing Body or an admissions committee established by the Local Governing Body. A clear record will be kept of all decisions made on applications, including in-year applications.

The Local Governing Body will not refuse admission for a child on the basis that:

- They have applied later than other applicants.
- They are not of the faith of the school.
- They followed a different curriculum at their previous school.
- Information has not been received from their previous school.

Pupils not of usual school age will not be given less of a priority where the school is oversubscribed.

In the event that parents of a child wish for their child to be admitted outside their normal age group, the school's headteacher will assist the Local Governing Body in deciding on which year group the child will enter. Once a decision has been reached, the child's parents will be informed in writing along with an explanation of how the decision was reached and any reasons why.

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a Unit or quartering address must be used where this is requested by the child's parent.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

The school must admit all children who have an EHC plan where the school is named. Children with SEND who do not have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. The details of the school's SEND provision can be found in our Special Educational Needs and Disabilities (SEND) Policy and SEN Information Report.

Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the Local Governing Body will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

8. Coordination scheme

The LA will publish a scheme to coordinate admissions arrangements for the normal admissions round and late applications by 1 January in the determination year. The LA will consult with the Local Governing Body in the event that the scheme is changed substantially from the previous year. The LA will also consult with the Local Governing Body and other admissions authorities in the area at least every seven years, even if no changes have been made in that period.

DDAT and the school are under a legal obligation to participate in coordination for the normal admissions round and will provide the LA with all information it needs to coordinate admissions.

9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The Local Governing Body will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the Local Authority – instructions on how to do this are provided on the Local Authority website: www.derby.gov.uk.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The Local Governing Body will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

10. Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

The Local Governing Body will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year – when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place.

11. Admissions appeals

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

Constitution of appeals panels

The Local Governing Body will make appropriate arrangements to establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual

roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the Trust Board or Local Governing Body of the school
- An employee of the LA or the Trust Board, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the Trust Board, Local Governing body, school or LA who may not act impartially
- Any person who has not attended training required by the Local Governing Body and/or Trust Board.

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

The appeals panel must not have a vested interest in the outcome of the hearing.

Appeals hearings

The Local Governing Body will publish an appeals timetable on the school website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being lodged.

Appellants will be provided with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

The Local Governing Body will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the School.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the school and panel.
- Summing up by the school.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Reaching a decision

When reaching a decision, the appeals panel will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, Local Governing Body and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel.

The Local Governing Body will have due regard for the two-stage process outlined in the 'School Admission Appeals Code' when negotiating appeals regarding infant class sizes.

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the Local Governing Body has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission. Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the Secretary of State.

Appendix A

ONLY COMPLETE THIS FORM IF YOU ARE APPLYING FOR ANY OF THE SCHOOLS BELOW

SUPPLEMENTARY FORM FOR CHURCH OF ENGLAND PRIMARY SCHOOLS IN DERBY

All families are welcome to apply. Please fill in this form as fully as possible in block capitals.



NAME OF CHILD: _____ DOB: _____ PARENT/CARER NAME: _____

ADDRESS: _____

TELEPHONE NUMBERS (S): _____

CURRENT SCHOOL OR NURSERY: _____

SCHOOL NAME Please indicate preference	ADDRESS	TELEPHONE
BISHOP LONSDALE	ST ALBANS ROAD, DERBY, DE22 3HH	344795
ST. JAMES' INFANT	LEONARD STREET, DERBY, DE23 8EG	229229
ST. JAMES' JUNIOR	REGINALD STREET, DERBY, DE23 8FQ	229229
ST. PETER'S JUNIOR	THORNHILL ROAD, LITTLEOVER, DERBY, DE23 6FZ	767158
ST. WERBURGH'S PRIMARY	CHURCH STREET, SPONDON, DERBY, DE21 7LL	673827
WALTER EVANS PRIMARY	DARLEY ABBEY DRIVE, DARLEY ABBEY, DERBY, DE22 1EF	557139

REASON FOR WANTING CHILD TO ATTEND A CHURCH OF ENGLAND SCHOOL.	
Child in public care	
Brother or sister attends the school (includes adopted and fostered children) Please state name(s) and date(s) of birth	
Name _____ DOB _____	
Name _____ DOB _____	
Family lives in the normal area of the school	
Family regularly attends the Parish Church or another Church*	
Family would like a Church of England education but does not attend church	
Other	

CHURCH APPLICATION Variation for Covid-19 – church attendance will be calculated only for the period when churches were open for public worship.

A. Name of Parish Church or other Church where you normally attend religious services
B. Name of Parish Priest who can verify information in A.
C. Please provide a letter from your priest, minister or pastor to confirm that one or both of the parents/carers regularly (*i.e. at least once a month) attends worship

Please send this **Supplementary Form** directly to the school you are applying for along with a copy of any letters of support from your priest, minister, pastor or faith leader.

I verify that the above information is correct.

Signature of Parent/Carer: _____

West Park School

Proposed Admissions Criteria 2023/2024

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. Looked After Children and all previously Looked After Children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. *
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 who have an elder sibling in Year 8 to 11 who will still be attending West Park at the proposed admission date.
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. This is shown on the online map centre of the main building.

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). At the time of making an application to a school.

Those who wish to express their right for their application to be considered under section 1 will be required to provide documentary evidence.

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). Children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in State Care** outside of England and ceased to be in State Care as a result of being adopted.

[**State Care – a child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.] (i.e. a charity group that benefits society) but does not include private fostering whether in England or from outside of England.

Note: The term ‘brother or sister/sibling’ includes half brother or sister, step brother or sister or a legally adopted child being regarded as the brother or sister living at the same home address. Cousins are not classed as brothers or sisters.

Note: For the purpose of processing a school application a single home address must be used. The child’s place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency, they must prioritise one address over the other, or risk the application not being processed. The Local Authority may request evidence of the home address and will determine on the evidence produced if it is sufficient to support the application.

All applications made outside of the normal year of entry should be made directly to the Local Authority. If a place is available in the appropriate year group, then that will be offered. If no place is available, the application will be refused, the child’s name will be placed on a waiting list, maintained by the Local Authority and a right of appeal offered.



Wyndham Spencer Academy

DETERMINED ADMISSION ARRANGEMENTS – 2023/2024

Admissions Authority

The admissions authority for Wyndham 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.

1. PAN

The Published Admission Number (PAN) for Wyndham Spencer Academy for 2023-2024 is 60 pupils in Foundation Stage 2 (Reception).

2. How to apply and when decisions are made

Applications for first admission into Foundation Stage 2 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 <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/>

Applications should be completed by the closing date for applications as stated in the Derby City Council's 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 2023

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

3. 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.

4. Catchment Area

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

- https://maps.derby.gov.uk/webmap/Map.aspx?x=435269&y=336219&resolution=5&epsg=27700&mapname=publicmaps&baseLayer=Colour&datalayers=Primary%20School%20Catchment%2CselectFeaturesControl_container

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

5. **Admission Oversubscription Criteria for reception** In accordance with the School Admissions Code, Wyndham 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, but immediately after being looked after became subject to an adoption, residence, or special guardianship order, including those 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.
2. Children who live within the current catchment area served by the school with brothers or sisters attending the school at the proposed time of their admission.
3. Brothers or sisters of children still attending the school at the time of their admission, but not living within the school's catchment area.
4. Children who live in the current catchment area of the school.
5. Children who have attended Wyndham Spencer Academy at Nursery level for more than two terms prior to reception places being applied for.
6. Children who have a parent who is a member of staff working within the Spencer Academies Trust.
7. Children who are not living within the school's catchment area.

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

6. Tie breaker for oversubscription criteria in any year group

In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child's home to the principal entrance of the main administrative building of the school using Derby City Council's computerised distance measuring system. In the event of two distances being equal the measurement will be taken from the next decimal point. In the event that two distances remain equal, lots will be drawn by a person independent of the school.

7. In Year Applications

Wyndham Spencer Academy participates in Derby City Council's non-statutory In Year Admissions Scheme to (a) assist in safeguarding matters and (b) to help prevent parents/carers from having to make multiple applications.

8. 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.

9. 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.

10. 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.

11. 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.

School Appeal Dates

Appeal dates for school entry into Reception class in September 2023

National offer date: 16.04.2023

Deadline for lodging appeals: 21.05.2023

Date all on time appeals to be heard by: 02.07.2023

Appeal dates and application forms – please contact the School Administrator on 01332 571153 for further information.

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

13. *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.

14. *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

15. *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 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).

- **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.