



Derby City Council

# Consultation on Admission Arrangements for School Entry in 2020-2021

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People Services Directorate | The Council House, Corporate Street, Derby, DE1 2FS | [www.derby.gov.uk](http://www.derby.gov.uk)



## 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	Page Number
Catholic Schools (St Alban's Catholic Primary School, St Benedict Catholic Voluntary Academy, St George's Catholic Voluntary Academy, St John Fisher Catholic Voluntary Academy, St Joseph's Catholic Primary School, St Mary's Catholic Primary School)	4
Chellaston Junior School	16
City of Derby Academy	18
Da Vinci Academy	24
Derby Cathedral School	26
Derby City Community and Voluntary Controlled Schools	31
Derby Manufacturing University Technical College	46
Hardwick Primary School	51
Landau Forte College	61
Merrill Academy	78
Murray Park Community School	81
The Bemrose School	82
Walter Evans CE Primary and Nursery School	86
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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](mailto:admissions@derby.gov.uk) with "Consultation 2019-2020" in the subject header.

Alternatively, you can write to School Admissions Manager, Children and Young People, 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 **23 November 2018**.

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

Allenton Community Primary School	Ashcroft Primary School	Bishop Lonsdale Church of England Primary School & Nursery
Breadsall Hill Top Primary School	Cavendish Close Junior School	Chellaston Academy
Cottons Farm Academy	Derby Moor Academy	Derwent Primary School
Firs Primary School	Grampian Primary Academy	Lees Brook Community School
Noel-Baker Academy	Pear Tree Community Junior School	Reigate Park Primary School
Shelton Junior School	St James' Church of England Federation	St Weburgh's Church of England (Voluntary Aided) Primary School
Village Primary School	Wyndham Primary Academy	Zaytouna Primary School

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

Akaal Primary School
Allestree Woodlands School
Landau Forte Academy Moorhead

**Admissions Policy for Catholic Primary Schools in  
The St Ralph Sherwin Catholic Multi-Academy Trust**

School	Published Admission Number	Parish(es) served	Located within Local Authority
<b>English Martyrs Catholic Voluntary Academy</b> Bracken Road, Long Eaton, Derbyshire, NG10 4DA	40	St Francis of Assisi, Long Eaton The Assumption, Beeston St John the Evangelist, Stapleford	Derbyshire
<b>St Edward's Catholic Primary Academy</b> Newhall Road, Swadlincote, Derbyshire DE11 0BD	30	Saints Peter & Paul, Swadlincote	Derbyshire
<b>St Joseph's Catholic Academy</b> Chesterfield Road, Matlock, Derbyshire DE4 3ET	30	Our Lady & St Joseph, Matlock with Our Lady and St Teresa of Lisieux, Wirksworth All Saints, Hassop with English Martyrs, Bakewell	Derbyshire
<b>All Saints' Catholic Primary School</b> Church Street, Old Glossop, Derbyshire SK13 7RJ info@allsaintsrc.derbyshire.sch.uk	14	All Saints, Glossop St Mary Crowned, Glossop	Derbyshire
<b>Christ the King Catholic Primary School</b> Firs Avenue, Alfreton, Derbyshire DE55 7EN	30	Christ the King, Alfreton with St Patrick and St Bridget, Clay Cross	Derbyshire
<b>St Anne's Catholic Primary School</b> Lightwood Road, Buxton, Derbyshire SK17 7AN	45	St Anne, Buxton St John Fisher and St Thomas More, Chapel-en-le-Frith with Immaculate Heart of Mary, Tideswell Sacred Heart, Whaley Bridge	Derbyshire
<b>St Charles' Catholic Primary School</b> The Carriage Drive, Hadfield, Derbyshire SK13 1PJ	30	St Charles Borromeo, Hadfield Immaculate Conception, Charlesworth with St Margaret Gamesley	Derbyshire
<b>St Elizabeth's Catholic Primary School</b> Matlock Road, Belper, Derbyshire DE56 2JD	30	Our Lady of Perpetual Succour, Belper with St Margaret Clitherow, Duffield St Joseph, Ripley	Derbyshire
<b>St Margaret's Catholic Primary School</b> Glossop Road, Glossop, Derbyshire SK13 6JH	30	Immaculate Conception, Charlesworth with St Margaret, Gamesley St Charles Borromeo, Hadfield	Derbyshire
<b>St Mary's Catholic Primary School</b> Gladstone Street, Glossop, Derbyshire SK13 8NE	30	All Saints, Glossop St Mary Crowned, Glossop	Derbyshire
<b>St Mary's Catholic Primary School</b> Longlands Road, New Mills, Stockport, Derbyshire SK22 3BL	17	St Mary, Marple Bridge and Annunciation, New Mills	Derbyshire
<b>St Thomas' Catholic Primary School</b> Church View, Allendale, Ilkeston, Derbyshire DE7 4LF	35	Our Lady & St Thomas of Hereford, Ilkeston	Derbyshire
<b>St George's Catholic Voluntary Academy,</b> Uplands Avenue, Littleover, Derby DE23 1GG	49	St George and All Soldier Saints, Old Normanton with Holy Spirit, Sinfyn	Derby City
<b>St John Fisher Catholic Voluntary Academy,</b> Alvaston Street, Alvaston, Derby DE24 0PA	30	English Martyrs, Alvaston with St Ralph Sherwin, Chellaston	Derby City

<b>St Alban's Catholic Primary School,</b> Newstead Avenue, Chaddesden, Derby DE21 6NU	45	St Alban, Chaddesden St Hugh's, Borrowash	Derby City
<b>St Joseph's Catholic Primary School,</b> Mill Hill Lane, Derby DE23 6SB	50	St Joseph, Derby, Our Lady of Lourdes, Mickleover	Derby City
<b>St Mary's Catholic Primary School and Nursery,</b> Broadway, Derby DE22 1AU	51	St Mary, Derby, Holy Family, Allestree, All Saints, Ashbourne, Christ the King, Mackworth	Derby City
<b>St Mary's Catholic Primary School,</b> Lowry Drive, Marple Bridge, Stockport SK6 5BR	30	St Mary, Marple Bridge and Annunciation, New Mills (Nottingham Diocese) and Holy Spirit, Marple (Shrewsbury Diocese).	Stockport
<b>Holy Rosary Catholic Primary School,</b> Alexandra Road, Burton-Upon-Trent, Staffordshire DE15 0JE	30	Our Lady of the Most Holy Rosary, Stapenhill with Saint Joseph the Worker, Winhill.	Staffordshire
<b>The Priory Catholic Voluntary Academy,</b> Raglan Street, Eastwood, Nottingham NG16 3GT	30	Our Lady of Good Counsel, Eastwood	Nottinghamshire

This policy will apply for admission into Reception Class for the academic year 2020-21.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The St Ralph Sherwin Catholic Multi-Academy Trust is the admission authority for all the schools within the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

**Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:**  
**Nottinghamshire:** [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)  
**Derbyshire:** [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)  
**Derby City:** [www.derby.gov.uk](http://www.derby.gov.uk)  
**Stockport:** [www.stockport.gov.uk](http://www.stockport.gov.uk)  
**Staffordshire:** [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

### **Application Procedure and Timetable**

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 15<sup>th</sup> January.

In addition **all applicants wishing to apply for a place under a faith criterion** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been specified, also, by the national closing date of 15<sup>th</sup> January.

**For ranking within one of the faith criteria. If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.**

### **All Applications - How places are allocated**

The Local Authority forward details of all applicants to the relevant school local governing body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

### **Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children**

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August. The place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that **if** the request is approved (*see below on decisions on applications for 'admission outside of normal age group'*) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

### **Late Applications**

Late applications will be administered in accordance with your Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Applications during the school year (In-Year Applications)**

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the school local governing body for consideration.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of the offer letter issue or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of the following term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

### **Waiting Lists**

Parents whose children have not been offered a place at a school in the normal admissions round will be added to the school's Waiting List unless they have been offered a place at a higher preference school. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

Parents must make a further application for a school place in respect of a later academic year and if a place is not available the child's name can be added to the Waiting List for that academic year.

### **Appeals**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school local governing body by the Catholic Schools Appeals Service and be heard by an independent panel. For St Mary's, Marple Bridge appeals are arranged by Stockport Local Authority Democratic Services Department and should be submitted via the LA's online form at [www.stockport.gov.uk](http://www.stockport.gov.uk). All panel decisions will be binding on the school.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The schools listed in this policy participate in the Fair Access Protocols operated by the Local Authority within which they are located.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

### **Applications for twins / multiple birth children**

Where the final place available is offered to a child from a twin or multiple birth the school local governing body will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

### **Attendance at Nursery**

Attendance at the school's nursery or a pre-school setting on the site of the school does not guarantee that a place will be offered at the school and does not give any priority within the oversubscription criteria. In addition, for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

### **Fraudulent Information**

The school local governing body reserves the right to withdraw the offer of a place or, if a child is already attending the school, the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

### **Oversubscription Criteria**

Where a school has more applications than places available the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (See Notes 1 and 2).
2. Catholic (see Note 2) children living in the parish(es) served by the school
3. Catholic (see Note 2) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children (see Note 1).
5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children not within categories 1-7.

**First priority** within individual Oversubscription Criteria will be given to applications from children who will have siblings (see note 8) attending the school at the proposed time of admission.

#### **Distance measurement**

Within each criterion applications will be ranked on distance with priority (after sibling priority) given to children who live nearest to the school. Measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated by the relevant Local Authority's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, the lower the number of the flat the closer it will be judged to be to the school.

#### **Tie-breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the local school governing body will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the school.

#### **Notes (these form part of the oversubscription criteria)**

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

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in *section 8 of the Children Act 1989*, as amended by *section 12 of the Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. *Section 14A of the Children Act 1989* defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

11. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.

**Admissions Policy for Catholic Secondary Schools in  
The St Ralph Sherwin Catholic Multi-Academy Trust**

<b>School</b>	<b>Published Admission Number</b>	<b>Partner Primary Schools</b>	<b>Local Authority</b>
<b>Saint Benedict, a Catholic Voluntary Academy Derby</b>	245	Saint Joseph's, Derby Saint Mary's, Derby Saint Elizabeth's, Belper Saint Alban's, Chaddesden Saint George's, Littleover Saint John Fisher, Alvaston	Derby City
<b>St Thomas More Catholic School, Buxton</b>	90	St Anne's Catholic Primary School, Buxton St Mary's Catholic Primary School, New Mills	Derbyshire
<b>St Philip Howard Catholic Voluntary Academy, Glossop</b>	107	St Charles', Hadfield, St Mary's, Glossop, All Saints', Old Glossop, St Margaret's, Gamesley	Derbyshire
<b>St John Houghton Catholic Voluntary Academy, Kirk Hallam</b>	120	English Martyrs', Long Eaton Saint Thomas', Ilkeston The Priory, Eastwood St Joseph's, Matlock	Derbyshire
<b>Blessed Robert Sutton Catholic Sports College, Burton-upon-Trent</b>	124	St Charles' Catholic Primary School, Measham St Edward's Catholic Primary School, Swadlincote Holy Rosary Catholic Primary School, Winshill St Modwen's Catholic Primary School, Burton-upon-Trent	Staffordshire

This policy will apply to all admissions into year 7 and years 12 and 13 (6<sup>th</sup> Form) for the academic year 2020-21.

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The St Ralph Sherwin Catholic Multi-Academy Trust is the admission authority for all the schools in the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions process is coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the local governing body of the school applied for.

**Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle. Details are below:**

Nottinghamshire: [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Derbyshire: [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

Derby City: [www.derby.gov.uk](http://www.derby.gov.uk)

Stockport: [www.stockport.gov.uk](http://www.stockport.gov.uk)

Staffordshire: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

Leicestershire: [www.leics.gov.uk](http://www.leics.gov.uk)

### **Application Procedure and Timetable**

Applications must be made on the Common Application Form provided by your **home** Local Authority. Applications must be made to your **home** Local Authority by the national closing date of 31<sup>st</sup> October.

In addition **all applicants wishing to apply for a place under a faith criterion (oversubscription criteria 1-6)** should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned by the national closing date of 31<sup>st</sup> October to each Catholic school for which a preference has been specified.

**If you do not provide the additional required evidence for ranking in the faith criteria and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.**

### **ALL APPLICATIONS – HOW PLACES ARE ALLOCATED**

The Local Authority forward details of all applicants to the relevant school local governing body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

### **ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP**

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your **home** local authority.

In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

### **LATE APPLICATIONS**

Late applications will be administered in accordance with the Local Authority Secondary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **IN YEAR APPLICATIONS – APPLICATIONS DURING THE SCHOOL YEAR**

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the school local governing body for consideration. A Supplementary Form should also be completed if you wish to apply for ranking under within the faith criteria.

If your application is refused, parents have a statutory right to appeal (see 'Appeals' below). The appeal should be lodged within 20 school days after the date of your refusal letter.

### **WAITING LISTS**

Parents whose children have not been offered a place will be added to the school's Waiting List unless they have been offered a place a higher preference school. The Waiting List will be maintained until the end of the

first term by the Local Authority. At the end of the autumn term Waiting Lists will be maintained by the schools until the end of the academic year.

Parents must make a further application for a school place in respect of a later academic year and if a place is not available the child's name can be added to the Waiting List for that academic year.

Waiting Lists are ranked in the same order as the oversubscription criteria listed below. Your child's position on the Waiting List may change. This means that a child's Waiting List position during the year could go up or down. Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

### **APPEALS**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the school local governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

### **FAIR ACCESS PROTOCOLS**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The schools listed in this policy participate in the Fair Access Protocol operated by the Local Authority within which they are located.

### **APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS**

In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the school local governing body decides that the education of pupils in that year group will not be detrimentally affected.

### **FRAUDULENT INFORMATION**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

### **OVERSUBSCRIPTION CRITERIA**

Where a school has more applications than places available the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic children who are 'looked after' or who were 'previously looked after' (see Notes 1 and 2).
2. Catholic children (see Note 2).
3. Other children who are 'looked after' or who were 'previously looked after' (see Note 1)
4. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 6).
6. Children of other faiths whose membership is evidenced by a religious leader (see Note 7).
7. APPLICABLE TO ST BENEDICTS SCHOOL DERBY ONLY. Children with aptitude in drama, music or dance (see Note 11).
8. Any other children

**First priority** within the individual criteria will be given to applications from children who attend one of the partner primary schools.

**Second priority** within the individual criteria will be given to applications from children who will have siblings (see Note 8) attending the school at the proposed time of admission.

**In the event of oversubscription within any criterion allocation of places will be decided on distance measurements supplied by the Local Authority. (See below)**

### **Distance Measurement**

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the school. Measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated by the school or the relevant local authority's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, the lower the number of the flat the closer it will be judged to be to the school.

### **Tie Breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation then the school will admit the additional children above the planned admission number.

### **Notes (these form part of the oversubscription criteria)**

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

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in *section 8 of the Children Act 1989*, as amended by *section 12 of the Children and Families Act 2014*. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. *Section 14A of the Children Act 1989* defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be ranked as Catholic within the oversubscription criteria evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

11. RELATED TO CRITERION 7 AND ONLY APPLICABLE TO ST BENEDICTS SCHOOL DERBY: Judgment on aptitude will be made from any evidence provided by the parents, and from the pupil taking part in workshops in Performing Arts set by the Academy, designed to establish aptitude. This will lead to a rank order. There will be a maximum of 24 places available under this criterion depending on how many places are available after the other criteria have been applied. The assessor will have skills in the Performing Arts, and will have no family connection with any applicant. The assessor's judgement on aptitude is made on the day, and is final.

## **SIXTH FORM ADMISSION ARRANGEMENTS FOR SPECIFIC SCHOOLS**

### **ST BENEDICTS CATHOLIC SCHOOL DERBY**

Details of the application process are available on the school website [www.saintben.derby.sch.uk](http://www.saintben.derby.sch.uk)

Applications to the 6<sup>th</sup> form must meet the minimum academic requirements for advertised courses. Thereafter, the oversubscription criteria described above will apply. The planned admission maximum number for Year 12 is 220.

### **BLESSED ROBERT SUTTON CATHOLIC SPORTS COLLEGE BURTON-UPON-TRENT**

Subject information and application forms are available on the school website [www.robertsutton.staffs.sch.uk](http://www.robertsutton.staffs.sch.uk) or by calling the school on 01283 749450.

Each October/November, students in Year 11 and their families are invited to the annual Open Evening for admission into the Sixth Form, and given the opportunity to discuss the courses available. Subsequently, an application form should be submitted. The same entry procedures and minimum grade requirements apply whether the student is from Blessed Robert Sutton or another school.

A deadline of **Friday 23<sup>rd</sup> November 2018** will be published, and students asked to apply by this time. Students who apply after this deadline will be interviewed and offered places only if space is available. Students will be interviewed and offered places based on teachers' estimated grades and grades already achieved in subjects completed.

A second published deadline of **Friday 25<sup>th</sup> January 2019** signifies the point at which prospective students should confirm their place. This will be the point at which the school confirms its staffing structure and decides which courses are viable. Those who try to confirm their place after this deadline, or who decline and later reverse their decision, might find that some courses are full. They will be advised and guided appropriately to choose different courses, and/or placed on a waiting list for available spaces.

Entry into a program, and/or specific courses, will be dependent on students achieving the relevant grades in the summer examinations. Students will be made aware of the minimum grade requirements for both the program and subjects they choose.

The maximum capacity of the Sixth Form allows for 100 students to be admitted into Year 12 each year. The school will attempt to exceed this limit should demand dictate, and it be possible to do so without reducing the quality of students' experiences.

### **OVER-SUBSCRIPTION CRITERIA**

Where the maximum number of students wishing to confirm places has been exceeded, priority for places will be given in the following order:

- 1 Pupils in the care of a local authority.
- 2 = Students presently studying at Blessed Robert Sutton.
2. = Baptised Catholic pupils not presently studying at Blessed Robert Sutton.
3. Students belonging to other Christian churches including Eastern Orthodox Churches, (see Note 4) studying elsewhere
4. All other applicants

In the event of a tie, applicants will be ranked according to their estimated and/or actual average points score at KS4 (including GCSE equivalents), those with the highest average point score being preferred.

### **LATE APPLICATIONS** (APPLICATIONS RECEIVED AFTER THE CLOSING DATE – **23<sup>rd</sup> NOVEMBER 2019**)

Applicants will be placed on a waiting list as per the over-subscription criteria. After the final offer date of **29<sup>th</sup> March 2020** further offers may be made from the waiting list; based on the number of offers accepted and availability. Final numbers cannot be determined before September 2018. The waiting list will be held open until **6<sup>th</sup> September 2020**.

### **RIGHT OF APPEAL**

A formal appeal procedure is available in accordance with the provision of the School Standards and Framework Act 1998. If you wish to appeal against the decision (parents and students are able to appeal jointly or separately) you should inform the school, in writing, within 10 days of receiving your refusal of a place.

# Chellaston Junior School

## 2019-2020

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 2019-2020 school year has been set at 128 by the school’s Governing Board.

### Over-Subscription Criteria

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order in accordance with Section 22(1) of the Children Act 1989.
2. 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 15<sup>th</sup> January 2019

\* 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.

Notes:

- *a brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.*
- *Where we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points.*
- *In all relevant cases we will follow Derby City Council’s published policy and definition with regards to ‘an unplaced child’.*
- *The new housing development currently known as Fellow Lands Way, Chellaston, will be excluded from the catchment area of Chellaston Junior School and added to the catchment area of Oakwood Junior School. The change relates to new housing only at Fellow Lands Way and will not impact on existing properties.*

- *The new housing development Chellaston Fields on the Swarkestone Road field opposite the Bonnie Prince, will be excluded from the catchment area as it is in South Derbyshire District Council and school places will be allocated by Derbyshire County Council.*



# CITY OF DERBY ACADEMY

## Admissions Policy 2019/2020

Prepared by	Mr P Smith
Date	April 2018
Review date	February 2019
Approved by	QEGSMAT Board of Trustees
Governor Minute No:	Draft

## **PROCEDURE FOR ADMITTING PUPILS TO THE CITY OF DERBY ACADEMY**

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

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

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

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

### **Admission number for secondary provision (age 11)**

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

- 210 for pupils in Year 7

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

### **Process of Application**

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

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

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

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

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

### Consideration of applications

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

### Procedures where the Academy is oversubscribed

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

### Admission to Year 7

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

\* see definitions

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

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

### **Admission of children outside their normal age group**

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

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

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

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

### **Operation of waiting lists**

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

### **Arrangements for in-year admissions**

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

### **Right of Appeal**

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

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

Please mark your envelope 'Appeals'.

### **Fair Access**

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

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

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

### **Fraudulent or Misleading Applications**

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

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

### **Definitions**

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

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

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

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and Section 46 of the Adoption and Children Act 2002.

#### **2. Definition of siblings and the position of twins**

Siblings are defined as:

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

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

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

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

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

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

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

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

## Determined Admission Arrangements 2020-2021

Da Vinci Academy is an 11-16 mixed gender academy with around 600 students. We opened in September 2004 and moved into new state of the art buildings in 2006. We have outstanding facilities that are very hard to match. In May 2017 we joined the L.E.A.D. Multi-Academy Trust and together we have a strong and clear vision - to be the best that we can be and to deliver outstanding education to young people. This is what we all firmly believe in and strive to achieve at all times.

Schools are about people and Da Vinci Academy is the good place that it is because of what our students, staff, parents and governors bring to it. We are immensely proud of our school. People who visit us find a well-ordered, secure and caring environment where young people and adults alike can achieve their full potential. We believe that learning should be challenging, stimulating and above all enjoyable. We are a small school by design and have created a family ethos where staff know their students well. We have the highest expectations of professional standards in our staff and excellent conduct by our students which lead to students having the right to learn and staff having the right to teach. We are proud of our traditional approach to uniform, homework and behaviour standards.

At Da Vinci our vision is One Team, Changing Worlds. To support this, we have 4 values: **Aspire, Believe, Learn, Achieve**. These are everybody's values, staff, students and parents alike, and they resonate through all that we do.

Through exceptional teaching, outstanding leadership and the highest quality pastoral care, we want our students to feel safe, to feel supported and to realise their potential. In this way, we therefore prepare our students for entrance to higher education, high quality employment and future careers of their choice.

In addition to attending our open evenings, prospective parents are welcome to visit the school during the school day at any time by making an appointment via reception.

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- (2) Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (3) Children who are both living in the catchment area served by the school and have

brothers or sisters of compulsory school age still attending the schools at the time of admission

- (4) Other children living in the catchment area at the time of admission. Where this is the case, the Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date.
- (5) Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission
- (6) Other children whose parents have requested a place
- (7) Children whose parents did not request a place by 31 October 2019

For the purposes of admissions, we class a brother or a sister if they have one or both natural parents in common, are related by a parent's marriage, are adopted or fostered. Outside of the normal admission round, priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application. For category 6, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 have the same priority, we will allocate places to those living nearest to 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.

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

**Admission Limit = 150**

We look forward to welcoming you to our school.

# Derby Cathedral School Admission Arrangements 2020-21

## **Introductory statement**

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

## **Admission number(s)**

The school has an admission number of 180 (6 form intake) for entry in Y7. Accordingly, Derby Cathedral School will admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

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

## **Application process**

Derby Cathedral School is part of the Local Authority's co-ordinated admissions. Applications for admission in September 2019 can be made through Derby City Council from 14th September 2018 until the deadline of 31<sup>st</sup> October 2018.

## **Oversubscription criteria**

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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>14</sup>
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered.
3. Children eligible for the pupil premium. Evidence of eligibility will need to be submitted with the application. See notes on eligibility.
4. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
5. Siblings of pupils attending the school at the time the application is received. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half

brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

6. Anyone else requesting a place.

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

### **Tie-break**

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

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

### **Late applications**

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

### **Admission of children outside their normal age group**

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

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

The process for requesting such an admission is as follows:

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

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

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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

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

### **Waiting lists**

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

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

### **Appeals**

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

Parents/carers who wish to appeal against an admissions decision should request an appeal form from the Trust at Derby Church House, Full Street, Derby DE1 3DR or by downloading it from the school's website.

Information on the timetable for the appeals process will also be available on the school's website.

#### Notes:

##### Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends

attend the school.<sup>[2]</sup> 'Medical need' does not include mild medical conditions.

##### Home address:

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

(\* Information on Address Points can be found

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

GIS Software information can be found

here: [http://www.caliper.com/Maptitude/GIS\\_Software/default.htm](http://www.caliper.com/Maptitude/GIS_Software/default.htm)

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

##### Pupil Premium Priority:

Those eligible for **Pupil Premium** admission priority are children who:

- Are currently registered as eligible for free schools meals;
- Have been registered as eligible for free school meals at any point in the last six years

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit
- Income Support;
- income-based Jobseekers Allowance;
- an income-related employment and support allowance;
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that, from 6 April 2011, does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);
- the Guarantee element of State Pension Credit.

**DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR  
INFANT, JUNIOR, PRIMARY AND SECONDARY SCHOOLS  
2020 – 2021**

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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 2019.
- 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 2020. 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 2019. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes may result in an ‘on-time’ application being reclassified as a ‘late’ application.
- 3 The offer of a place**
- 3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2020. Parents who applied online will also be able to view the decision online on 16 April 2020 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 2 March 2020. Parents who applied online will also be able to view the decision online on 1 March 2020 by logging into their account.
- 4 Applications outside of the normal admission round**
- 4.1 All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at <https://secure.derby.gov.uk/forms/?formid=346>.
- 4.2 Parents will be invited to state three preferences for in rank order on the common application form/e-form.

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

## **5 Right of Appeal**

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

## **6 Late applications**

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

## **7 Waiting lists**

- 7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.
- 7.2 The waiting lists will be established on the offer day will be maintained up to the end of the Autumn Term and ranked according to each admission authority's

oversubscription criteria. Lists will then be passed to foundation, trust, academy, free and voluntary aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 642730 from the 15 June each year.

- 7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

## **8 Information required by voluntary aided and free schools**

- 8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.
- 8.2 In addition to the common application form each voluntary aided or free school may have their own supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus and these forms are to be returned direct to the schools.
- 8.3 These supplementary forms are **not** application forms for admission to voluntary aided or free schools. The forms are considered an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.
- 8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:
- (a) **All applications** - obtain a copy of the supplementary information form from the school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack;
  - (b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by the 15 January 2020; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2020.
  - (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2019; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 October 2019.
- 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 2019 to 15 January 2020). All requests for summer born children to have delayed entry will be agreed.**

### **Placement of children above/ below their chronological age group - Secondary**

- 12.11 **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.
- 12.12 **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.
- 12.13 **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
- 12.14 **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.
- 12.15 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](mailto:Admissions@derby.gov.uk)
- 13.3 Visit the website at [www.derby.gov.uk/admissions](http://www.derby.gov.uk/admissions) to access further information, useful forms and the Admissions Handbooks.

13.4 The School Admissions Code 2014

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

13.5 The School Admission Appeals Code 2012

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school admission appeals code 1 february 2012.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

13.6 DfE advice on the admission of summer born children

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer born admissions advice Dec 2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/458797/Nick-Gibb-open-letter-summer-born-children-admissions.pdf)

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

## 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 2020/21 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [www.derby.gov.uk/admissions](http://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 2019 (Secondary)  
15 January 2020 (Primary)

## Littleover Community School - Applying for places at Sixth Form

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

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

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

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

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

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

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

You can get more information on how the new GCSE grading system works at

<http://www.aqa.org.uk/about-us/supporting-education/policy/gcse-and-a-level-changes/structure-of-new-gcses/9-1>

### Over Subscription Criteria

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

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

### Definition of an unplaced child

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

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

**Note:**

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

## Published Admission Numbers (PAN's) 2020-2021

Schools	Published Admission Number	Number of Nursery places
Alvaston Infant and Nursery	90	26
Alvaston Community Junior – Enhanced Resource School	90	
Arboretum Primary	75	39
Ash Croft Primary	40	
Ashgate Primary	45	
Asterdale Primary	30	26
Beaufort Community Primary	60	52
Becket Primary	30	26
Borrow Wood Primary	60	26
Brackensdale Primary School – Enhanced Resource School	60	26
Breadsall Hill Top Primary	75	26
Brookfield Primary	30	15
Carlyle Infant	60	26
Cavendish Close Infant	90	39
Cavendish Close Junior	90	
Chaddesden Park Primary	60	26
Chellaston Infant	120	
Cherry Tree Hill	90	26
Cottons Farm Primary	20	26
Dale Community Primary	75 KS1 / 81 KS2	
Derwent Community	45	39
Firs Estate Primary School	50	39
Gayton Community Junior	90	
Griffe Field Primary	60	26
Hardwick Primary	60 KS1 / 90 KS2	30
Homefields Primary	45	26
Lakeside Community Primary	90	52
Lawn Primary	60 KS1/ 64 KS2	
Littleover Community School	295	
Markeaton Primary – Enhanced Resource School	60	
Meadow Farm Community Primary	30	26
Mickleover Primary	60	
Murray Park Community School	220*	
Oakwood Infant	90	39
Oakwood Junior	90	
Osmaston Primary	90	52
Parkview Primary	30	26
Pear Tree Infant	90	
Pear Tree Community Junior	90	
Portway Infant	90	
Portway Junior	90	
Ravensdale Infant	90	30
Ravensdale Junior	90	
Redwood Primary	90	50
Reigate Primary – Enhanced Resource School	60	26
Ridgeway Infant	90	
Roe Farm Primary	60	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary	60	
Springfield Primary	45 (year 4, 5 and 6 33)	
St Chad's Church of England (Controlled) Nursery and Infant	40	39
Village Primary	90	39
Wren Park Primary	54	

\*Additional accommodation is being provided at the school with 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 school over the phasing of the opening of the places

<b>Derby City Co-ordinated Admissions Scheme – Intake Timetable 2020-2021</b>
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<b>Action</b>	<b>Primary</b>	<b>Secondary</b>
Applications available from	05 November 2019	09 September 2019
Closing date for applications	15 January 2020	31 October 2019
Application exchange with other local authorities	23 January 2020	15 November 2019
Confirmation to own admission authority schools of all applications available	15 February 2020	28 November 2019
Own admissions authority schools confirmed ranking completed	06 March 2020	16 December 2019
1 <sup>st</sup> offer exchange with other local authorities	13 March 2020	06 January 2020
Final offer exchange with other local authorities	27 March 2020	10 February 2020
Allocations complete	04 April 2020	17 February 2020
National Offer date	16 April 2020	02 March 2020
Closing date for appeals	3 June 2020	17 April 2020
Community and Voluntary Controlled schools waiting list maintained until	16 June 2021	16 June 2021

## Derby City Council – School Admission Appeals Timetable 2020-2021

### Secondary School Appeals

Action	Date
National Offer date for Secondary Schools	Monday 02 March 2020
Closing date for Littleover Community School Appeals, Derby Moor Community School Appeals and The Bemrose School (Secondary) Appeals  NB: for details of appeal closing dates for all other secondary schools please contact the school directly	Friday 17 April 2020
Littleover Community School Stage 1 Presentation	Monday 11 May 2020
Littleover Community School Stage 2 appeals	Monday 11 May 2020 – Friday 15 May 2020
Derby Moor Community Sports College Stage 1 Presentation	Monday 18 May 2020
Derby Moor Community Sports College Stage 2 appeals	Monday 18 May 2020 – Friday 22 May 2020
The Bemrose School (Secondary) Stage 1 presentation	Monday 01 June 2020
The Bemrose School (Secondary) stage 2 appeals	Monday 01 June 2020 – Friday 05 June 2020

### Primary School Appeals

Action	Date
National offer date for all Infant/Junior and Primary Schools	Thursday 16 April 2020
Closing date for all Infant, Junior and Primary school appeals for Community or Voluntary Controlled Schools.  NB: for details of appeal closure dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Wednesday 03 June 2020
Infant/Junior and Primary School appeal hearing dates for Community or Voluntary Controlled Schools.  NB: for details of appeal dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Monday 22 – Friday 26 June 2020 w/c 29 June 2020 w/c 6 July 2020 w/c 13 July 2020 w/c 20 July 2020

## Admissions Arrangements 2020/21

**Name of UTC:** Derby Manufacturing University Technical College

### Introduction

Derby Manufacturing UTC will provide innovative, dynamic, and empowering education and training for young people who have an interest in engineering and technological based careers. With a focus on engineering and emerging technologies, our aim is to develop young people who are skilled, professional and enterprising - who can make a significant contribution to reinvigorating Engineering and Science in Derby, Derbyshire and the East Midlands. Our admissions policy reflects these aspirations.

Derby Manufacturing UTC will provide 600 school places for young people aged 14-19 years old.

The Derby Manufacturing UTC is committed to straightforward, open, fair and transparent Admissions arrangements. The school will adopt Learner Recruitment (Admissions) practices and publish arrangements that are fully compliant with the Schools Admissions Code, the Schools Admission Appeals Code and Admissions Law as it applies to academies. Derby Manufacturing UTC is confident that their Admissions arrangements meet all requirements of the Schools Admissions Code.

From 2016/17, Learner Recruitment (Admissions) for pre-16 year olds will be administered within the Local Authority co-ordinated arrangements. This requires the parent to complete a Common Application Form (CAF) which is provided by the Local Authority in which the applicant lives.

Copies of the form are available from the Admissions Team at Derby City Council or online at [www.derby.gov.uk](http://www.derby.gov.uk). Full details of the application process are available in the Local Authority's Secondary Admissions Handbook.

Inaccurate or misleading information provided in support of the application form could result in any place offered being withdrawn.

If a tie-break is necessary to determine who is admitted, including applicants living the same distance from the UTC, the Derby Manufacturing UTC will apply a random allocation process which will be independently overseen.

We will operate in keeping with the Local Authority's Fair Access Protocol available at [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps)

The Catchment Areas are defined as being 2 concentric circles of 10 and 15 mile radius centred on the UTC site, Pride Park, Derby. A map of the Catchment Area is included as Appendix I.

### 14-16 Admissions

#### The Published Admission Number (PAN)

- a) At full capacity the published admissions number for the Derby Manufacturing UTC for entry into Year 10 is 180.

### Process for considering applications for Year 10

The Learner Recruitment (Admissions) arrangements for the Derby Manufacturing UTC for the academic year 2015/2016, subject to any changes required by the Secretary of State or the Schools Adjudicator, for subsequent years are given below.

- a) The Derby Manufacturing UTC will take part in the admissions protocols of Derby City Council and have due regard to their advice.
- b) All Learners with Statements of Special Educational Needs where the Derby Manufacturing UTC is named on the Statement will be admitted.
- c) The Derby Manufacturing UTC will consider all applications for places and where fewer than the Published Admission Number for the relevant year group are received, an offer of a place will be made to all Year 9 applicants resident within or outside the Catchment Area (although exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date).
- d) Where the Derby Manufacturing UTC is oversubscribed; ie the number of applications is greater than the Published Admissions Number, the following criteria in rank order will be used to allocate places:-
  - I. Learners who are, or who have previously been, in the care of a Local Authority; ie. children in public care (looked after children) and adopted children who were previously looked after.
  - II. Remaining places will be allocated randomly within the geographical bandings indicated on the map in Appendix I as follows:
    1. 50% of learners resident using the home address within 5 miles of the UTC site, within in catchment band A as indicated in Appendix I.
    2. 30% of learners resident using the home address 5 miles but less than 10 miles from the UTC site, within the catchment band B as indicated in Appendix I.
    3. 20% Learners resident using the home address the Catchment Area 10 miles and over away from the UTC site.
    4. If there are fewer applications received for any band than the stated % the remaining places will be allocated proportionately across the other 2 geographical bands.

(this process will be independently overseen. The home address is the address of the primary carer of the child, as shown by who receives the child benefit. The distance will be measured in a straight line from the applicant's front door to the UTC's front gate).

### Post-16 Admissions

The published admissions number for the Derby Manufacturing UTC Year 12 and Year 13 provision for a total of 240 learners. There will be 150 places available overall in Year 12 (the Year 12 capacity).

### Process for considering applications for Year 12

- a) The minimum entry requirements for admission to Derby Manufacturing UTC in Year 12 will be dependent upon the 'pathway' to be followed (see website):  
*Route A: 5 (Grade 5-9) or equivalent including English and Maths, with at least a Grade 6 in the subjects to be studied.*  
*Route B: 5 (Grade 5-9) or equivalent. Students will be expected to study A/S Core Maths if studying BTEC Engineering.*  
*Route C: 5 (Grade 1-9) or equivalent.*
- b) There will also be programme specific requirements which are set out in the UTC's Prospectus and online. These entry requirements will apply to both internal and external applicants.
- c) Priority will be given to all internal Year 11 learners meeting the minimum academic entry requirements for the UTC and the additional entry requirements for their chosen Year 12 programme who wish to continue within the UTC. If they do not meet the additional programme entry requirements but do meet the UTC's minimum entry requirements they will be offered a learning programme for which they do meet the entry requirements.
- d) All Learners with Statements of Special Educational Needs meeting the UTC's minimum academic entry requirements and where the Derby Manufacturing UTC is named on the Statement will be admitted.
- e) If the UTC is under subscribed following internal transfer of learners into Year 12 it will consider external applications for places who meet the published academic criteria for entry into Year 12 in the following order of priority:
- f) Learners who are, or who have previously been, in the care of a Local Authority; ie. children in public care (Looked After Children) and adopted children who were previously looked after.
- g) All other applicants if there are sufficient places to meet demand. (exceptions will be made where an applicant has previously been permanently excluded twice from any schools or learning organisations and the date of the last permanent exclusion is within two years of the application closing date)
- h) If applications outweigh the number of places available for external admissions Derby Manufacturing UTC will apply a random allocation process which will be independently overseen.

### Operation of Waiting Lists

- I. Subject to any provisions regarding waiting lists in the relevant Local Authority's Co-ordinated Admission Scheme, the UTC will operate a waiting list.
- II. For admission into Year 10 (intake year) where the Derby Manufacturing UTC receives more applications for places than there are places available, a waiting list will operate and be maintained by Derby Manufacturing UTC Trust for the year 2018 and thereafter by Derby City Council until the end of the autumn term when it will be transferred to the Derby Manufacturing UTC and will be destroyed at this time.

- III. For all other year groups, the waiting list will be maintained by the Derby Manufacturing UTC and it will be open to any parent/carer to ask for their learner's name to be placed on the waiting list following an unsuccessful application.
- IV. A learner's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.
- V. Where places become vacant they will be allocated to learners on the waiting list in accordance with the oversubscription criteria.
- VI. Should a learner join the waiting list with higher priority under the oversubscription criteria than others already on the list, they should be ranked appropriately, without reference to when they were placed on the waiting list.
- VII. Placing a learner's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

The Appeals Process

The Derby Manufacturing UTC Admissions Appeal Process will be fully compliant with the School Admission Appeals Process.

Appeals:-

- I. There will be a right of appeal to an Independent Appeals Panel for applicants refused admission into pre-16 provision.
- II. There will be a right of appeal to an Independent Appeals Panel for internal learners refused transfer to post-16 provision and external applicants refused admission.
- III. The UTC will co-ordinate the appeals process and those wishing to appeal should put their intention in writing to the Principal, at the address given in section 1 above, within 20 school days of receiving the refusal notification.
- IV. The decision of the Independent Appeals panel will be final.

Arrangements for admission into other Year Groups

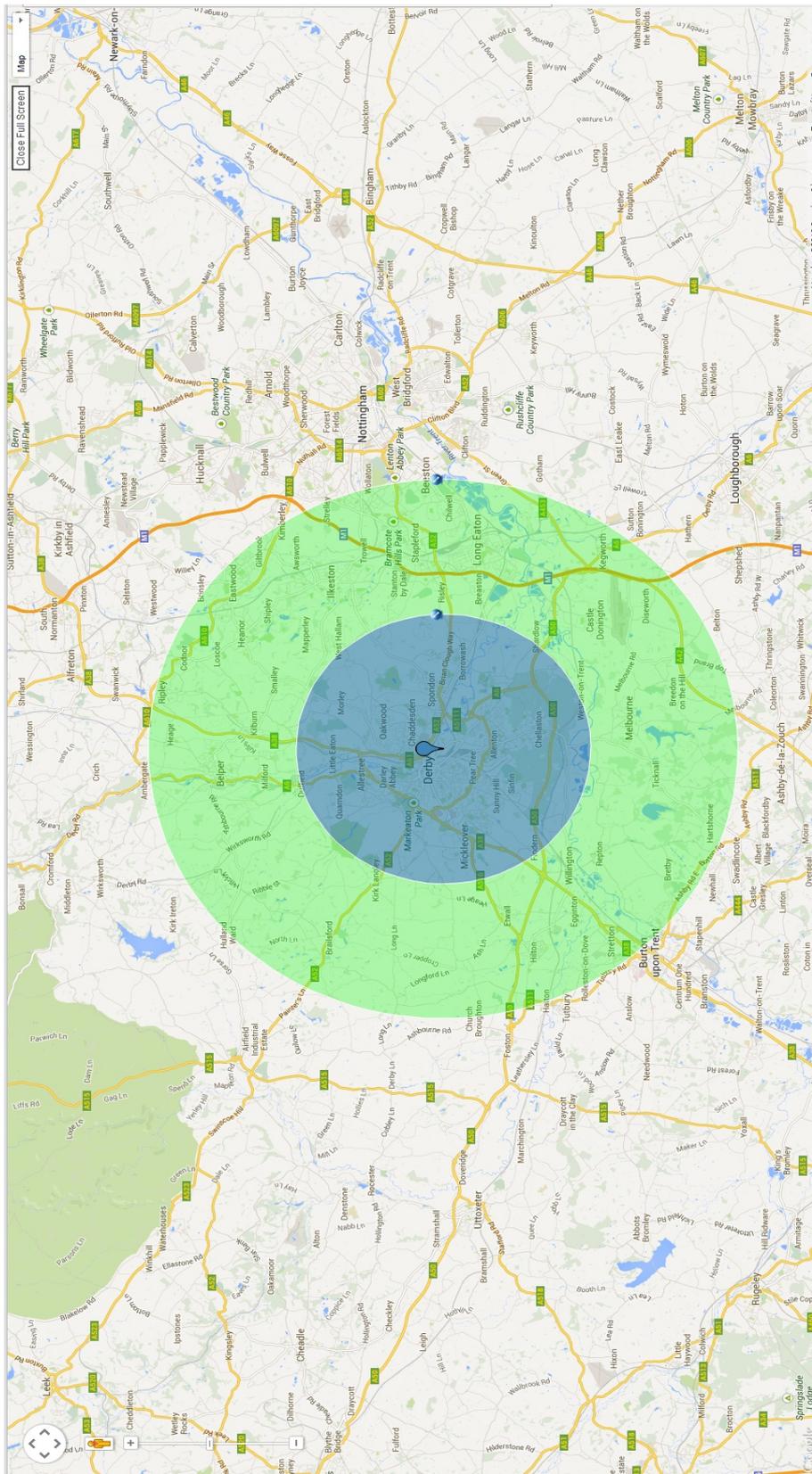
Where a place becomes available within another Year Group; eg. should a Year 11 or Year 13 learner leave, the Derby Manufacturing UTC may admit additional learners up to the Published Admission Number using the oversubscription criteria above only if it is practicable and in the interests of the learner(s) to do so.

Signature.....  .....

Name Richie Wheatcroft, Principal.....

Date... 17<sup>th</sup> September 2018.....

## APPENDIX I



Revised 17<sup>th</sup> September 2018  
Ratified by Governors: 17<sup>th</sup> September 2018  
Derby Manufacturing University Technical College



**C**aring **A**chieving **R**espectful **E**xciting

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# Admissions Policy

**School Leader:** R Sandhu

**Link Governor:** A Repesa

**Policy Approved**      **Signed: A Repesa**      **Date: 07.06.18**

Policy Reviewed      Signed:      Date:

Policy Reviewed      Signed:      Date:

Policy Reviewed      Signed:      Date:

Policy Reviewed      Signed:      Date:

## **Contents:**

### **Statement of intent**

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3. Adopting clear and fair arrangements
4. Admission arrangements
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6. Adopting oversubscription criteria
7. Admission appeals
8. Pupil registration regulations
9. Terms and conditions
10. Monitoring and review

### Statement of intent

At **Hardwick Primary School** we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'. Our published admissions number (PAN) is **published admissions number**.

The table below sets out the admission authority and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at a school?
Academy	Academy trust	Schools adjudicator	Academy trust

## 1. Legal framework

- 1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:
  - Equality Act 2010
  - Human Rights Act 1998
  - School Standards and Framework Act 1998
- 1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
  - DfE (2014) School Admissions Code
  - DfE (2012) School Admissions Appeals Code

## 2. The admissions process

- 2.1. The LA must collate and publish all the admission arrangements in the area in a single prospectus.
- 2.2. Parents apply to the LA for places at their preferred schools. They may express a preference for up to three schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place. If a school is oversubscribed, the school must rank applications against its published oversubscription criteria and send that list back to the LA.
- 2.3. All preferences are collated and parents then receive an offer from the LA at the highest preference school available.
- 2.4. **Name of school**, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.
- 2.5. Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.
- 2.6. Determined arrangements can be objected to and referred to the schools adjudicator by 15<sup>th</sup> May in the determination year. Any decision made by the schools adjudicator must be acted on by the admission authority and arrangements amended accordingly.

### 3. Adopting clear and fair admissions

#### 3.1. Unacceptable admission criteria – our admission arrangements will not:

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

### 4. Admission arrangements

#### 4.1. Drafting admission arrangements – Hardwick Primary School will include:

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit pupils with an Education, Health and Care (EHC) Plan which names the school.
- Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC). Faith schools may give priority to LAC and PLAC pupils of their faith, followed by other pupils of their faith, before giving priority to other LAC and PLAC pupils.
- **[Infant schools only]** A restriction on infant class sizes of 30, and an explanation to parents that their child can defer entry or attend part-time until the child reaches compulsory school age.
- An explanation of the right of appeal to an independent appeals panel.
- A requirement for parents of children in an attached nursery unit or a unit run by the school to apply for a place in reception.

4.2. **Hardwick Primary School** is its own admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the school rather than the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA.

4.3. Determining admission arrangements

- At a meeting of the trust, governors will view the admission arrangements and be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.
- A decision will be minuted and, once made:
  - The trust must notify all relevant parties and those consulted of the School Admissions Code.
  - The trust will publish the arrangements on the school website.
  - The trust will send a copy of the arrangements to the LA by 15 March.
- Once the objection period is over (15 May), the trust will provide the full arrangements to the LA before 8 August for inclusion in the local admissions prospectus.

## 5. Considerations

5.1. **[Primary/EYFS] Children below compulsory school age**

- Admission authorities must provide for the admission of all children in the September following their fourth birthday. Until the child reaches compulsory school age, parents may request the child attends part-time. These arrangements should be discussed with the **Head of school**

5.2. Children outside their normal age group

- Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

5.3. Children of UK service personnel

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

### 5.4. Children from overseas

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

### 5.5. Excluded children

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

### 5.6. Fair access

- Children who have moved into our area, or who need to move school as a result of severe bullying or social issues, are covered by our Fair Access Protocol.
- Children under this protocol may be offered a place even if there are no places available in the relevant year group, and will take priority over other children on the waiting list.
- The list of children to be included in a Fair Access Protocol is agreed with the majority of schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place. Children who will be considered will be:
  - Children from the criminal justice system or pupil referral units who need to be reintegrated into mainstream education.
  - Children who have been out of education for two months or more.
  - Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
  - Children who are homeless.
  - Children with unsupportive family backgrounds for whom a place has not been sought.
  - Children who are carers.
  - Children with special educational needs, disabilities (SEND) or medical conditions (but without a statement or EHC Plan).
- Admission authorities **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. 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. The twice excluded rule does not apply to pupils who were below compulsory school age at the time of the exclusion, children who have been reinstated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.

### 6. Adopting oversubscription criteria

#### 6.1. Common oversubscription criteria include where the child:

- Is in receipt of pupil premium and service premium or any sub-category such as those registered for free school meals.
- Is a member of, or practices, a certain faith.
- Has siblings currently or formerly attending the school.
- Has a parent(s) employed by the school for at least two years or recruited to fill a demonstrable skill shortage.
- Has medical or social needs, such as bullying, abuse etc., and written support for their application from a specialist.
- Is from a named feeder school.
- Resides in a catchment or priority area.

#### 6.2. Special Consideration for all year groups:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstance's 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 school's Admission Committee 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.

Where we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points.

#### 6.3. **Hardwick Primary School's** oversubscription criteria include:

- Children who are looked after by a Local Authority – including previously looked after children.
- 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 - as the main feeder school to Hardwick Primary School.
- Other children who live in the catchment area at the closing date for applications.
- Other children who lie outside the catchment area.

### 7. Admission appeals

- 7.1. Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.
- 7.2. Details for appeal are available from **the school, or the LA's website**, including the date by which an appeal must be submitted. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.
- 7.3. Where a maintained school or academy is to be closed, the LA **must** collaborate with all schools in the area to consider the best way to secure provision for children in other local schools.
- 7.4. **Hardwick Primary School** is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.
- 7.5. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- 7.6. Objections to admission arrangements for entry in September 2018 must be referred to the schools adjudicator by 30<sup>th</sup> June 2017. For all subsequent years, objections must be referred to the schools adjudicator by 15<sup>th</sup> May in the determination year.

### 8. Pupil registration regulations

- 8.1. **Hardwick Primary School** promotes good attendance, aims to reduce absence and acts early to address patterns of absence.
- 8.2. The 'Pupil Registration Regulations 2006' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.

- 8.3. Our admissions register contains an index in a clearly identified order and the following fields:
- The pupil's full name
  - The pupil's gender
  - The name and address of every person known to be a parent of the pupil
  - The emergency contact number for at least one parent
  - The day, month and year of the pupil's birth
  - The day, month and year of the pupil's admission or re-admission to the school
  - The name and address of any previous school that the pupil has attended
- 8.4. The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:
- Present.
  - Absent.
  - Attending an approved educational activity.
  - Unable to attend due to exceptional circumstances i.e. bereavement or sickness.
- 8.5. We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.
- 8.6. Children at risk of missing education: Hardwick Primary School must inform the LA of any pupil who will be deleted from the admission register, and must have LA agreement before a decision is made.

### **9. Terms and conditions**

- 9.1. Copies of our school's terms and conditions are made available to parents during the admissions process.

### **10. Monitoring and review**

- 10.1. This policy will be reviewed by the governing body on an annual basis.
- 10.2. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.



## **ADMISSIONS POLICY 2020/21**

### **1. Vision**

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level. At the heart of everything we do is a strong moral purpose to ensure all young people have access to the highest quality education and enrichment experiences. We are relentlessly ambitious for our students in their future aspirations and we want their success to go beyond academic achievement.

The College aims to ensure that our young people leave as confident, healthy, secure and independent individuals who have a love of learning and are ready to make a personal contribution to society.

### **2. Rationale**

Landau Forte College Derby operates an Admissions Policy for entry at Year 7 which will:

- be consistently applied and clearly transparent to all stakeholders
- meet the needs of the students
- meet the needs of the parents and carers
- meet the requirements of the Law

# ADMISSIONS POLICY 2020/21

## 1. Introduction

- 1.1 Landau Forte College is an Academy, which is a state funded independent school, in Derby. This policy covers the administration of admissions for students into Year 7.
- 1.2 This policy will provide transparency and consistency in all our admissions' procedures.
- 1.3 Staff of the Academy will ensure that information regarding entry criteria and application procedures are available to all stakeholders.

## 2. Definitions

For the purposes of this Admissions Policy, the following will apply

- 2.1 'Children Looked After' has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).
- 2.3 'The College' means the Landau Forte College Derby
- 2.4 'Sibling' means any Eligible Applicant residing at the same address as the Applicant and as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sibling.

### **3. Planned admission numbers**

- 3.1** For September 2020/21 the College Admission Number for entry into Year 7 will be 196 students.

### **4. Admission to the Academy**

- 4.1** Students should normally be aged between 11 and 12 years on the 1 September in the year of entry. Students should intend to remain in full-time education or vocational training until the age of 18.

**4.2 Applications must be made directly to the Local Authority where the student lives.**

For most applicants this will be to Derby City Local Authority. The Derby City area falls entirely within either Catchment Areas 1 and 2 (see below for details). However, for those people who live within the parts of the Catchment Area 2 that fall within the Derbyshire Local Authority area, they should return their application form to that authority. Derby City Local Authority will be notified of those applicants by the Derbyshire Local Authority and Derby City Local Authority will then in turn notify the College about all the applicants for places for September 2019.

**4.3 Catchment Areas**

For entry at age eleven there are two catchment areas:

**Catchment Area 1**

84 places will be offered to applicants from Catchment Area 1 which is the Derby City electoral wards of Abbey, Derwent, Arboretum, Normanton and Sinfen.

**Catchment Area 2**

84 places will be offered to the applicants from Catchment Area 2 which is an encircled geographical area measuring 4.75 miles in radius from the College and includes all of the remaining 12 electoral wards of the City of Derby and those parts of Derbyshire which are within a 4.75-mile radius of the College not including Catchment Area 1.

- 4.4** If insufficient applications are received from either Catchment Area 1 or Catchment Area 2, then places that are not allocated to applicants from a particular catchment area will be offered (in the first instance) to applicants from the other catchment area.
- 4.5** Applicants from outside the two catchment areas will only be offered a place if there are insufficient applicants from Catchment Areas 1 and 2

## 5 Requirements

- 5.1 Students will need to be committed to the College's approach, including the emphasis on business dress, the longer working day and the five-term year. They must be willing to give of their best and to take part in the wider life of the College and embrace the opportunities for personal development.
- 5.2 The College expects students to have the support of parents or carers who are also committed to the College's approach and expects them to take a keen interest in their child's learning, progress and social development at the College.

## 6 Admissions Procedure: 2020/2021

- 6.1 To apply for entry in September 2020 applicants should complete the **Local Authority Common Application Form** (which parents/carers should have received via their child's primary school)
- 6.2 There is the opportunity to visit the College at its Open Evening to be held on Wednesday 11 September 2019. This will be advertised in the local press and on the College web site.
- 6.3 **Completed Common Application Forms** should be sent to the **Local Authority** where the parent/carers lives naming Landau Forte College as one of the school preferences for their child.
- 6.4 After submission of the completed Common Application form parents/carers will receive a letter requesting them to visit the College, to complete the application process, with their child at a specified time on either Saturday 16, Monday 18, Wednesday 20 or Monday 25 November 2019. It is essential that all applicants attend on the specified date.
- 6.5 If for any reason applicants cannot attend at the scheduled appointment time parents/carers should contact the College as soon as possible so that an alternative appointment may be offered on another specified day or time
- 6.6 Failure to notify the College in writing that an applicant cannot attend will result in the failure of the application being processed any further.
- 6.7 On the visit to the College applicants will be given a NFER assessment to complete. All applicants are required to take this test
- 6.8 Whilst the assessment is taking place parents/carers will be given further information about the College, what it offers and the expectations it places on students

- 6.9** The whole process should be completed within approximately 1.5 hours
- 6.10** NFER assessments will be marked externally and places will be allocated in line with section 9 of this policy.

## **7. Application deadlines**

- 7.1** Completed application forms should be sent to the **Local Authority by 31 October 2019**. This will guarantee that the appointment letter, referred to in **6.4**, is sent to applicants to visit the College in order to complete the Application Process.

## **8. Offer of Places**

- 8.1** If the College has 196 applicants or less then all applicants will be offered places. If the College is oversubscribed, then a procedure in accordance with paragraph 1.6 (c) of the 2012 School Admissions Code will be followed.
- 8.2** The College will seek to recruit a cohort of students which reflects the national distribution of ability. The method is as follows:
- a) Each individual applicant will be tested using the NFER Non-Verbal Reasoning assessment.
  - b) Each applicant's test will be externally marked, and a score awarded; this score is adjusted for age to give a standardised age score.
  - c) Using the standardised age score each applicant will be placed in one of nine stanines of ability according to their score.
  - d) The Oversubscription Criteria as shown in Section 10 a – c of this document will be applied.
  - e) Following the application of Oversubscription Criteria Section 10, a – c then apply Oversubscription Criteria Section 10, d and e which entails the use of computer software to randomly allocate the remaining places in each of the 9 stanines of ability and each of the two catchment areas.
- 8.3** As stated in **4.3**, 84 places will be allocated to people living in Catchment Area 1 and 84 places to people who live in the Catchment Area 2. Please note that these numbers are inclusive of those children who are Looked After by a Local Authority and those children with a Statement of Special Educational Need or Education Health and Care Plan (students outside of those areas will only be offered places if there are insufficient applicants from within Catchment Areas 1 and 2).
- 8.4** The College will notify the Local Authority which children have been allocated places at the College.

**8.5** Parents/carers will be notified in writing by the Local Authority on 1 March 2020 which school their child has been allocated a place at.

## **9. Appeals**

**9.1** The College will set up an independent complaints panel which will allow parents and carers to make an appeal against a decision made by the College. The arrangements for appeals will be in line with the Code of Practice on Schools Admissions Appeals published by the Department for Education as it applies to Voluntary Aided Schools (see appendix 1).

**9.2 The outcome of the complaint's procedure is final and binding on all parties.**

## **10. Oversubscription Criteria**

**10.1** Where the number of applications for admission is greater than the published admissions number of 196, applications will be considered against the criteria set out below:

- a. Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67.
- b. Children who have a Statement of Special Educational Need or Education Health Care Plan and where the Academy is named.
- c. Siblings of an existing student who will be in Years 8 – 11 in the academic year 2020/21 (at the time of admission) will be given preference provided that the applicant lives in the defined Catchment Area 1 or defined Catchment Area 2 (without prejudice to the conditions set out above) Please note, the sibling criteria is not applicable when the sibling is in Year 12/13 in the academic year 2020/21.
- d. Thereafter places will be allocated on a random basis within each stanine of ability. There will be a maximum of 50% in total of students from each of the defined catchment areas subject to enough applications being received.
- e. Should places still be available following allocation of places in Catchment areas 1 and 2 these will be allocated on a random basis.

## **11 General**

**11.1** The College may subsequently withdraw a place if false, incorrect or misleading information has been provided which has led to a place being offered or has advantaged the Applicant in the priority order for oversubscription.

**RESPONSIBILITY**

<b>Responsible Staff</b>	<b>Ms Alison Brannick</b>
<b>Policy administrator</b>	Miss Lauren Walendziewski
<b>Approving body</b>	Governors
<b>Review date</b>	September 2020
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	

## Appendix 1

### TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 7 2019/20

<b>Offers sent to Parent/Carers by the Local Authority</b>	<b>1 March 2020</b>
<b>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</b>	<b>From 1 March 2020</b>
<b>Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers</b>	Within <b>3</b> working days
<b>Deadline for Parent/Carers to return their Appeal Form to Landau Forte College</b>	<b>07 April 2020</b>
<b>Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the College</b>	<b>10</b> working days prior to the commencement of Appeal Hearings
<b>Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the College</b>	<b>3</b> working days prior to Appeals Hearing
<b>Outcome of the Appeal confirmed in writing to Parent/Carers</b>	Within <b>5</b> working days of Appeal Hearing



## **ADMISSIONS POLICY 2020/21**

### **1. Vision**

Our vision at Landau Forte College is to ensure that every young person is inspired, engaged and challenged to achieve at the highest possible level. At the heart of everything we do is a strong moral purpose to ensure all young people have access to the highest quality education and enrichment experiences. We are relentlessly ambitious for our students in their future aspirations and we want their success to go beyond academic achievement.

The College aims to ensure that our young people leave as confident, healthy, secure and independent individuals who have a love of learning and are ready to make a personal contribution to society.

### **2. Rationale**

Landau Forte College Derby operates an Admissions Policy for sixth form students which will:

- be consistently applied and clearly transparent to all stakeholders
- meet the needs of the students
- meet the needs of the parents and carers
- meet the requirements of the Law

## **ADMISSIONS POLICY 2020/21**

### **1. Introduction**

- 1.1** Landau Forte College is an Academy, which is a state funded independent school, in Derby offering education to students beyond the age of 16.
- 1.2** This policy will provide transparency and consistency in all our admissions' procedures.
- 1.3** Staff of the College will ensure that information regarding entry criteria and application procedures are available to all stakeholders.
- 1.4** Students will be helped by staff to choose courses appropriate to their aspirations.

### **2. Definitions**

For the purposes of this Admissions Policy, the following will apply

- 2.1** 'Children Looked After' has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).
- 2.3** 'The College' means the Landau Forte College Derby
- 2.4** 'Sibling' means any Eligible Applicant residing at the same address as the Applicant and as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sibling.

### **3. Planned admission numbers**

- 3.1** For September 2020 the College Admission Number for entry into Year 12 will be up to 140 students, including those students transferring from within the College, with a total Sixth Form (Year 12 and 13 combined) capacity of 257 students.

### **4. Admission to the Sixth Form**

- 4.1** Students should normally be aged between 16 and 17 years on the 1 September in the year of entry. A student must complete their Sixth Form

Education at the College by the end of academic year in which they reach their 19th birthday.

- 4.2** Applications are made directly to the College. There are separate processes for those applicants who are existing students and those who will be new to the College outlined in section 7.
- 4.3** Students external to the College at Year 11 may apply for entry into Year 12 at the College. Unlike applications to join year 7 at the College there is no distinction drawn between Catchment Areas 1 and 2: Catchment Area 1 is the Derby City electoral wards of Abbey, Derwent, Arboretum, Normanton and Sinfin; Catchment Area 2 is an encircled geographical area measuring 4.75 miles in radius from the College and includes all of the remaining 12 electoral wards of the City of Derby and those parts of Derbyshire which are within a 4.75 mile radius of the College not including Catchment Area 1 and 2. In addition to those young people living in these catchment areas, applications are accepted by prospective students who live outside of the catchment areas, for whom daily travel to the College would be feasible

## **5. Entry Requirements for all Level 3 courses**

- 5.1** The same academic ability requirements apply to those students transferring internally as to those applying externally
- 5.2** Students must be interested in studying within the range of subjects and the permitted combinations on offer and have attained:
- five GCSEs at grades 9-4, to include Grade 9-4 in GCSE English and Mathematics.  
(Applicants from schools where GCSEs are not studied should have equivalent qualifications and they need to prove the equivalence to the College. They should also be able to demonstrate that they are working at a level comparable to GCSE qualification)
  - grades 9-4 in English and Mathematics or equivalent, for all pathways
- 5.3** Students must meet specific subject entry requirements
- 5.4** Students must submit their application by the respective deadline
- 5.5** Special consideration will be given to applicants who are children who are Looked After.

## **6. Additional Requirements**

- 6.1 Students will need to be committed to the College's approach, including the emphasis on business dress, the longer working day and the five-term year. They must be willing to give of their best and to take part in the wider life of the College and embrace the opportunities for personal development.
- 6.2 The College expects students to have the support of parents or carers who are also committed to the College's approach and expects them to take a keen interest in their child's learning, progress and social development at the College.

## 7. Admissions Procedure: 2020/2021

### 7.1 Existing Students Information Evening: **Wednesday 10 October 2018 - 5.00pm**

All Year 11 Landau Forte College Derby students, together with parents/carers, are invited to attend the Information Evening on Wednesday 09 October 2019, at 5.00pm. In October, students will receive a 'Sixth Form Learning Pathway' form on which they can indicate their chosen courses, which must be returned by Thursday 15 November via the students' Personal Tutor to Reception.

### 7.2 New Students Information Evenings: **Wednesday 09 October 2019 - 6.00pm** **Thursday 10 October 2019 - 6.00pm**

Students who would be new to the College, along with parents/carers, are invited to attend one of the Information Evenings, as above, and must confirm their attendance with the College. Prospectuses and application forms are available from the College, or via the College's website.

## 8. Application deadlines

### 8.1 Existing Students' application deadline: **14 November 2019**

The final deadline for applications from existing students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2020 is 14 November 2019.

### 8.2 New Students' application deadline: **01 February 2020**

The final deadline for applications from new students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2020 is 01 February 2020.

## 9. Offers of Places

**9.1** Conditional places will be offered where the applicant's current academic progress - as indicated by current attainment measures, for existing students, or by the predicted grades provided by an external applicant's current school – indicates that they will meet entry criteria and therefore be suitable for the courses they have chosen to study for their Sixth Form pathway.

**9.2** Existing Students: **by the end of January 2020**

Offers of conditional places will be made by the end of January 2020, which will state the combination of subjects offered. Please note that courses offered are subject to demand. The pro-forma indicating whether the applicant intends to accept the offered place should be returned by the date indicated in the letter.

**9.3** New Students: **by the end of February 2020**

Decision letters will be sent in late February 2020, once predicted grades are received from the applicant's current place of study, informing students of the outcome of their application. If they have been successful, then a conditional offer will be made which states the combination of subjects offered. Please note that courses offered are subject to demand.

Applicants will either receive a conditional offer, or a 'hold' until GCSE results are known. A reply pro-forma, indicating whether the student wishes to accept or decline a conditional place, must be completed and returned to the College.

**9.4** Applicants in receipt of a conditional offer are required to contact the College to confirm their KS4 attainment on GCSE results day:

**9.5** If the applicant has met both general entry requirements and the subject-specific requirements for the courses they applied to study then the applicant will be accepted to the College.

**9.6** Where an applicant has received a 'hold' letter but has attained more highly than was indicated at the time decisions were made, they should contact the College on GCSE results day. If a 'hold' applicant has met the general entry requirements and subject-specific entry requirements for the courses they wish to study, and the College has space available on those courses, as well as in terms of its overall capacity in the Sixth Form, then a place would be offered at that time.

**9.7** If the applicant has not met either the general entry requirements and/or the subject-specific requirements for the courses they applied to study, but clear evidence indicates that they will be successful on their chosen course of study an exception may be made.

**9.8** Places will be confirmed in writing, subject to proof of results and prospective students must confirm whether they wish to take up their place at Landau Forte College Derby.

**9.9** Enrolment dates will be published on the College website and in the confirmed offer letter sent to the student.

## **10. Appeals**

**10.1** The College will set up an independent complaints procedure which will allow students, parents and carers to make an appeal against a decision made by the College. The arrangements for appeals will be in line with the Code of Practice on Schools Admissions Appeals published by the Department for Education as it applies to Voluntary Aided Schools (see appendix 1).

**10.2 The outcome of the complaints procedure is final and binding on all parties.**

## **11. Oversubscription Criteria**

**11.1** Where the number of prospective Sixth Form students, who are in receipt of an offer and fully meet both general and subject-specific entry requirements for admission, is greater than can be accommodated by the College, in terms of the overall size of the cohort or a particular subject cohort, the following oversubscription criteria will be applied:

- Students who applied and accepted a conditional offer by the respective deadlines, and who fulfil the academic entry criteria;
- Looked After Children or children who were or who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67 and who fulfil the academic entry criteria.
- Applicants who have a Statement of Special Educational Need, Education Health Plan and who fulfil the academic entry criteria;
- Applicants who live in Catchment Area 1 or Catchment Area 2 (defined in Section 4.3) and who fulfil the academic entry criteria.
- Siblings of an existing student at the time of admission who fulfil the academic entry criteria.

## **12. General**

**12.1** The College may subsequently withdraw a place if false, incorrect or misleading information has been provided which has led to a place being offered or has advantaged the Applicant in the priority order for oversubscription.

- 12.2** It is unlikely that a student will be permitted to re-sit a year at this College on the same or similar course, unless there are exceptional circumstances which will be considered carefully.
- 12.3** Students will be set academic, attendance, punctuality and study targets at the beginning of each year of their course. The compliance to their targets will be monitored regularly through the Performance Indicator schedule. Students are expected to meet, or exceed, their targets. However, each student will be treated as an individual and the staff will be mindful of any special circumstances which may have led to a student not meeting his/her targets.
- 12.4** Progression to Year 13 is conditional on satisfactory completion of Year 12.
- 12.5** In order to progress to Year 13 study, those students taking a BTEC course should meet the progression criteria required by the course and all coursework must be up-to-date and at an acceptable standard.
- 12.6** Should students fail to meet their targets, they will be required to participate in additional studies outside the College day, week or term.
- 12.7** Continuous failure to meet targets will forfeit the student's right to progression on the course, unless there are exceptional extenuating circumstances recognised by the College.

## Appendix 1

### TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 12 2020/21

<b>Initial conditional offer or holding letter sent to prospective student by the College</b>	<b>January – February 2020</b>
<b>Place confirmed in writing</b>	Within <b>5</b> working days of results being confirmed, in <b>August</b>
<b>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</b>	By <b>22 August 2020</b>
<b>Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers</b>	Within <b>2</b> working days
<b>Deadline for Parent/Carers to return their Appeal Form to Landau Forte College</b>	<b>4 September 2020</b>
<b>Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the College</b>	<b>10</b> working days prior to the commencement of Appeal Hearings
<b>Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the College</b>	<b>3</b> working days prior to Appeals Hearing
<b>Outcome of the Appeal confirmed in writing to Parent/Carers</b>	Within <b>5</b> working days of Appeal Hearing

**RESPONSIBILITY**

<b>Responsible Staff</b>	<b>Ms Alison Brannick / Dr Andrew Delbridge</b>
<b>Policy administrator</b>	Miss Lauren Walendziewski
<b>Approving body</b>	Governors
<b>Review date</b>	July 2020
<i>All policies are available to stakeholders either on the College website or upon request from the College Office.</i>	

# **MERRILL ACADEMY**

## **ADMISSIONS POLICY 2020-2021**

<b>Date Approved by Trust Board:</b>	<b>27/02/2018</b>
<b>Date Approved by LGB of Merrill Academy :</b>	<b>15/02/2018</b>
<b>Review Frequency:</b>	<b>ANNUALLY</b>

## Admissions Policy

All students will be admitted at age 11 without reference to ability or aptitude, who permanently reside within the normal area served by the academy (as defined by the published area map, a copy of which is available at the school or Derby City Local Authority).

Note: The permanent residency of a student is in a residential property which is the student's only or main residence and which is either:

- a) owned by the student's parents or parent or guardian;
- b) leased by the student's parents or parent or guardian under a lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residency at the property concerned (Derby City LA definition)

The number of intended admissions is 240. If there are more applications than places available the following criteria will be applied, in the order set out below, to decide which students to admit up to the intended admission number of 240.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children residing in the normal area at the time of admission
3. Children who have a sibling who will be attending Merrill Academy at the date of admission
4. Children with special medical reasons to attend the academy supported by a medical certificate
5. Those children who live nearest to the academy

In the event that the Academy has not met its intended admission number within the first three criteria above, then priority will be given to the applicant whose permanent address is nearest to the Academy.

The Governors will not consider more than one application on behalf of the same student in a single academic year unless the Admissions Committee considers there is a significant change in the particular circumstances of that student.

NOTE 1: The Academy reserves the right to verify information supplied with the application and, if misrepresentation is proved, to refuse or cancel the place offered.

## Arrangements for admission and appeals against non-admission

The Governors receive applications each year from outside the normal catchment area. These are considered carefully, but only when the normal catchment area has been satisfied. Application forms are available from the home authority (School Organisation and Provisions, Derby City Council, Council House, Corporation Street,

Derby, DE1 2FS). They should be completed and returned to the home authority by the October deadline the year prior to the student's admission.

For a September intake, the Governors' admissions panel will meet to consider applications from children living outside the area on the basis of the categories above. The Governors will consider each application against the published admissions criteria. These decisions are transmitted to the home authority, who will inform parents of the decision on 1st March.

Any parent whose child is refused a place has the right in law to have his/her case heard by an Appeals Panel, which is independent of the body, which made the original decision. A request to appeal against the Governors' decision should be made on an appeals application form, which is available from the Clerk to the Governors at the school.

### Definitions

**Sibling:** Brother and sister 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.

**Tiebreaker:** In the event that two or more applicants meet the admissions criteria equally, priority will be given to the child living nearest the Academy, measured by a straight line. The line will be measured from the home address to the Academy using the national Ordnance Survey set points.

## **MURRAY PARK SCHOOL ADMISSION ARRANGEMENTS 2018/2019**

### **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**

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

The admission number for September 2018 is 220, in line with the physical capacity of the school.

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

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>67</sup>. 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 receive the same highest priority for admission into a school in England.
2. Those living in the defined "normal catchment" area (map available)
3. Siblings of those students who will be attending the school at the date of admission – in order of proximity. Where a family moves after the closing date, we will assess applications from the address the parents are living at the closing date, and will reassess applications on the national offer date.
4. Proximity to the school

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

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

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

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

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



## **THE BEMROSE SCHOOL**

### **ADMISSIONS POLICY**

**AUTHOR: E WILKINSON**

**ADOPTED: SEPTEMBER 2018**

The Bemrose School is a Foundation Trust School (3-19) with enhanced resource facilities for autistic students (11-16). It does not select on the basis of ability.

Published Admissions Number 2019-20

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 – 180  
Year 10 – 180  
Year 11 – 180

Published Admissions Number 2020-21

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 – 180  
Year 11 – 180

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 feeder primary schools prior to the Open Evening.

All parents/guardians will be notified regarding their application for a place by Derby City Council.

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

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

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.

**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 'managed moves' 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 a place will be offered by Derby City Council if one is available.

### **Post 16 Admissions**

The Bemrose School provides a range of courses in Year 12 and Year 13 at both Level 2 and Level 3.

Where Level 2 courses are offered the entry requirements for these courses are a minimum of 5 GCSE passes at grades D – G [4-1] , including English and Mathematics. Level 2 courses all contain GCSE retake classes in English and Mathematics if GCSE grade C or Level 4, has not been achieved.

The entry requirements for Level 3 courses, in the majority of cases are a minimum of 5 GCSE passes at Grade A\* - C [9-4], preferably including English and Mathematics, with a minimum of a grade C [4]. There is the opportunity to retake GCSE English and Mathematics. Students must choose a programme consisting of 3 or 4 AS 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.

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 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.

## **PERFORMANCE INDICATORS**

- The number of applications for a place at The Bemrose School made via Derby City Council authority.
- The number of cases where applications exceed the number of places available and the application is presented to the Governors at an appeal
- Post 16 Numbers entering from The Bemrose School and from other schools



## Admission arrangements for entry during the school year 2020/21

### 1 Entry to the Nursery

The Nursery is able to admit children who have reached three years of age. Parents should notify the school as soon after their child's second birthday as possible if they require nursery places for their children. **It is stressed, however, that children in the nursery are not automatically offered a place into Reception / FS2.** Normal school admission criteria apply to Nursery in the case of over-subscription.

### 2 Normal entry to the school

There is a co-ordinated scheme for admission to Primary schools, and it is important for parents to follow the procedure for the area in which they live. Those living in the Derby City Council administrative area should return their completed common application form to Derby City Council by the required date. Parents requesting a place should also complete the Walter Evans School Supplementary Information Form (available from the school) and return this directly to the school, together with any supporting evidence required, to allow governors to apply the criteria listed below.

The school's admission limit varies for each year group due to continued expansion.

Admission in 2020/21 academic year	
Year Group	Published admission number
Reception	60
Year 1	60
Year 2	60
Year 3	60
Year 4	60
Year 5	60
Year 6	60

Entry is usually in September at the start of the school year (1<sup>st</sup> September to 31<sup>st</sup> August) in which the child becomes five.

When the school does not have enough places available for every child whose parent's have requested a place, the following order of priority is used:

1. Children who are looked after Note: Looked after children are those who are either looked after by the Local Authority or children who were looked after, but cease to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. Note: this means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. For example, the care may have been provided in orphanages or other settings.

3. Children who will have a brother or a sister\* attending the school at the time of their admission.
4. Children living within the ecclesiastical parish of St Matthew's, Darley Abbey.
5. Children whose parents who have been attending worship at least once a month at either St Matthew's Church, Darley Abbey, St Edmund's Church, Allestree or St Pauls Church, Chester Green for a minimum of 12 months. A priest or minister from one of these churches must confirm this in writing.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place before the deadline date. If there is more than one late application, Criteria 1 – 6 will be applied.

\*A brother or sister is classed as:

- A brother or sister sharing the same parents
- A half-brother or half-sister where two children share one common parent
- A step-brother or step-sister where two children are related by a parent's marriage
- An adopted or fostered child

A brother or sister must normally be living at the same address.

In categories 3 – 7, when choices have to be made between satisfying the same criterion, the child's home address on official school records will be used and children living nearest the school bell, measured by a straight line, have priority. 'Note: The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit or who last received it'.

Governors reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

Once places have been allocated by the local authority for the Reception class each year, any remaining children who requested a place will be included on a waiting list during the summer term which is held by the Local Authority. This waiting list is organized using the criteria above.

Tie Break - If the distance between two or more children's homes and the school is the same, lots will be drawn to allocate the next available place. This will be independently verified.

SEND – Children whose EHC Plan names Walter Evans as the school, will be admitted.

### **3 Application at later stages**

Applications may be made at any time direct to the LA.

### **4 Appeals**

Parents wishing to appeal against the governors' refusal to admit children to the school should write within 20 days to the Chair of Governors (c/o Walter Evans School) from the date of their refusal letter from the Local Authority. This must be in an envelope marked "Admission Appeal". Arrangements will then be made for an independent panel to consider the appeal. Parents will probably need to attend an appeal hearing at Church House.

October 2015

# West Park School

## Proposed Admissions Criteria 2020/2021

**The admission limit of the school will be 290.**

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

1. Children who are looked after or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence or special guardianship order\*
2. Those children residing in the normal area served by the school who have stated West Park as their preferred secondary school through the Common Application Form by the national closing date and who reside in the normal area at the national offer date and at the time of their admission.
3. Those with a sibling currently attending the school or the sibling has attended the school within the last five years at the time of admission. Please request a Supplementary Information Form from the school. This form should be completed and returned to the school by the admissions closing date as stated below.
4. Children of all staff employed by the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. When Governors consider that there are medical grounds for admitting the pupil supported by a doctor's certificate.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the national closing date.

In categories 1 to 6, when choices have to be made between children satisfying the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. For category 7, we will allocate places in the same order of priority as for categories 1 to 6. Where children in category 7 have the same priority, we will allocate places to those living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points.

**Closing Date:**           **The national closing date is 31<sup>st</sup> October.**

**Notifications:**           **Parents will be notified of the governors' decision on 1<sup>st</sup> 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 31<sup>st</sup> October of the year prior to the pupil's admission.

For a September intake, the Governors' admissions panel will meet to consider applications on the basis of the above criteria. The Governors have to consider carefully each application before reaching a decision. That decision is transmitted to parents on the 1st March. If a child has been refused a place the letter will explain how the parents can appeal.

\*A looked after child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). This includes children who have previously been in state care outside of England and have ceased to be in state care as a result of being adopted.

Those who wish to express their right for their application to be considered under section 1 will be required to provide documentary evidence.

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

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



# West Park

*'A caring school where we put pupils and their achievement first'*

West Road  
Spondon  
Derby  
DE21 7BT

**Head:** **Scott McGregor**  
Tel: (01332) 662337  
Fax: (01332) 280767  
email: info@westpark.derby.sch.uk

## Supplementary Information Form Past Pupil Sibling Link for School Admissions

Please complete this Supplementary Information Form (SIF) so that we can carry out our admissions process.

The SIF is **not** an application form for admission to the school. You must apply through the Local Authority's Common Application process.

Child Name: .....

Date of Admission applied for: .....

Past Pupil Sibling Name: .....

Date elder sibling left West Park School: .....

Parent Name: .....

Parent Address: .....

.....

If you have moved house since elder sibling left West Park School please provide details of previous address.

.....

For administration purposes only

Sibling attended WPS within relevant date range?	Yes	No
Address match	Yes	No
Different address but evidence of previous residency	Yes	No
Past pupil link accepted	Yes	No