

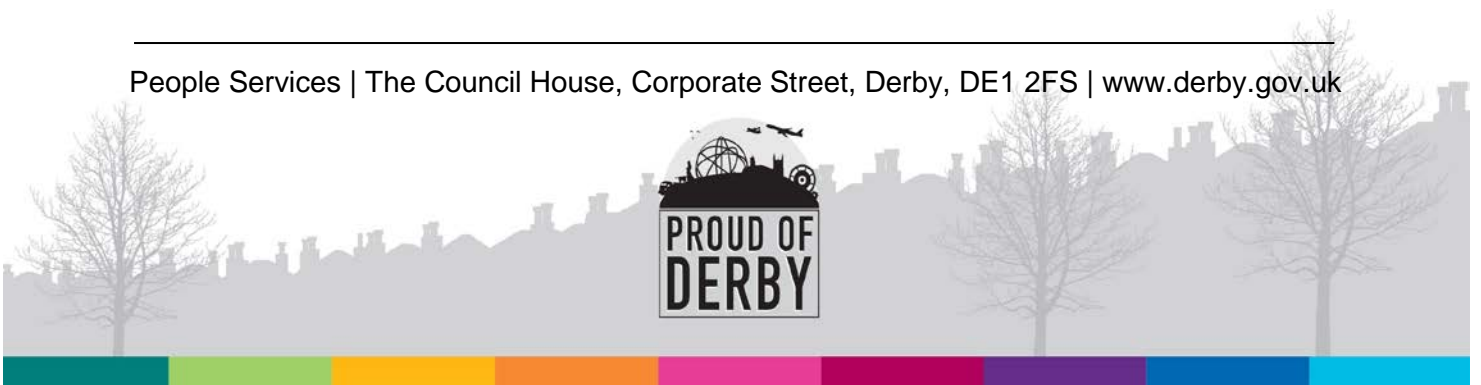


Derby City Council

# Determined Admission Arrangements for School Entry in 2018-2019

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



## Important Information

### Admission Arrangements

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

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

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

- Akaal Primary School
- Al-Madinah Free School
- Allenton Community Primary School
- Bishop Lonsdale C of E Primary School and Nursery
- City of Derby Academy
- da Vinci Community College
- Derby Manufacturing University Technical College
- Derby Moor Community Sports College
- Grampian Primary Academy
- Lees Brook Community Sports College
- Merrill Academy
- Murray Park School
- Noel-Baker School
- Shelton Junior School
- St Benedict RC Academy
- St Peter's Church of England (Aided) Junior School
- The Bemrose All-Through School

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

<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DFE-00013-2012.pdf> Please contact the Headteacher or Principal of these schools directly to request further information and/or a copy of the admission arrangements for 2017-2018.

Objections to admission arrangements for entry in September 2018 **must** be referred to the Schools Adjudicator by **15 May 2017**. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator at <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

For more information contact Ben Lysaczenko, Admissions Manager, Derby City Council.

Tel: 01332 642726 Email: [ben.lysaczenko@derby.gov.uk](mailto:ben.lysaczenko@derby.gov.uk)

Consultation on changes to school admission arrangements for Derby City schools took place in Derby from 5 December 2016 until 16 January 2017 to allow parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements.

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

| <b>School Name</b>  |
|---|
| Allestree Woodlands School  |
| Chellaston Academy  |
| Chellaston Junior School  |
| da Vinci Community College  |
| Derby City Community and Voluntary Controlled Schools               |
| Landau Forte College  |
| Landau Forte Academy Moorhead                                       |
| St Albans Catholic Primary School                                   |
| St Benedict – A Catholic Voluntary Academy                          |
| St George's Catholic Voluntary Academy                              |
| St James' Church of England (Aided) Infant and Nursery (Federation) |
| St James' Church of England (Aided) Junior (Federation)             |
| St John Fisher Catholic Voluntary Academy                           |
| St Joseph's Catholic Primary School                                 |
| St Mary's Catholic Primary School and Nursery                       |
| St Peter's Church of England (Aided) Junior School                  |
| St Werburgh's Church of England (Aided) Primary School              |
| Walter Evans Church of England Primary and Nursery School           |
| West Park School  |
| Wyndham Primary Academy   |

# AKAAL PRIMARY SCHOOL



## ADMISSION ARRANGEMENTS 2018

1 The admission authority for the Akaal Primary School is the Akaal Academy Trust Derby (the Trust). The Trust will meet the requirements of paragraphs 2.25 to 2.39 of the funding agreement for the school, including adherence to the School Admissions Code and School Admission Appeals Code.

### **ADMISSION NUMBER**

2 Akaal Primary School will have the following agreed admission number for the year 2018/19 and subsequent years:

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

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

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

### **APPLICATIONS TO THE RECEPTION YEAR (age 4+)**

#### **Process of application**

5 Each application for places in the Reception Year at the school will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives. Applications must be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority. Late applications will be considered after on-time applications and will be considered under the same admissions criteria if places are still available. Akaal Primary School will use the timetable published online by Derby City Council at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/> , where parents can make online applications.

6 Applicants for Sikh faith places (*see paragraph 25*), in addition to completing the Common Application Form, must complete a supplementary information form and ensure it is signed by the President or Secretary of the Gurdwara that the child normally attends. The supplementary information form can be downloaded from the school's website or obtained from the school. It must be sent directly to the Akaal Academy Trust Derby at the school.

7 The school will normally admit pupils at the beginning of the school year in which they reach the age of 5. Parents can choose to delay entry until later in the

same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents may also request that their child takes up the place part-time until the child reaches compulsory school age. Any parent considering either option should contact the school to discuss the arrangements before applying.

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

### **Catchment area**

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

### **Oversubscription criteria for the Reception Year**

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

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

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

13 In each category Akaal Primary School will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs which names the school.

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

#### **Criteria for Sikh faith places**

##### **(up to 30 places)**

1 Children of the Sikh faith that are looked after, or were previously

#### **Criteria for community places**

##### **(remaining places)**

1 Children of any faith or none that are looked after, or were previously

looked after (*see paragraph 26*).

2 Sikh children who are siblings of pupils on the roll of the school at the time of the application (*see paragraphs 27-28*).

3 Sikh children who live nearest to the school as the crow flies from the school's main entrance to the child's home (*see paragraphs 29-31*).

4 As allowed under the School Admissions Code, children of staff in shortage areas recruited after 16<sup>th</sup> April in the year of admission may be considered as exceptional admissions.

looked after (*see paragraph 26*).

2 Children of any faith or none who are siblings of pupils on the roll of the school at the time of the application (*see paragraphs 27-28*).

3 Children of any faith or none who live nearest to the school as the crow flies from the school's main entrance to the child's home (*see paragraphs 29-31*).

4 As allowed under School Admissions Code, children of staff in shortage areas recruited after 16<sup>th</sup> April in the year of admission may be considered as exceptional admissions.

15 In the event of more applicants than places under criterion 2 above, in either category, children living nearest to the school have priority, using criterion 3.

16 In the event that two or more applicants under criterion 3 in either category live the same straight-line distance from the school, the place or places will be allocated at random by an independent person.

### **APPLICATIONS FROM SERVICE PERSONNEL**

17 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) with a confirmed posting in the area by admitting the pupil, regardless of the size of the year group, unless it would cause insurmountable organisational or curriculum difficulties.

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

18 The school will consider all applications to year groups in which the school provides education and, if the year group applied for has a place available, will admit the child.

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

## **OPERATION OF WAITING LISTS**

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

21 Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

## **RIGHT OF APPEAL**

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

## **FAIR ACCESS PROTOCOL**

23 The Akaal Primary School will participate fully with the Derby City local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

## **CONCERNS ABOUT APPLICATIONS**

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

## **DEFINITIONS**

### ***Sikh faith***

25 *Members of the Sikh faith recognise the existence of one immortal being and have a belief in the teachings of the ten Sikh gurus and Guru Granth Sahib. They have no allegiance to any other faith. This will be confirmed on the supplementary information form by the President or Secretary of the Gurdwara the applicant normally attends.*

## **Looked after children**

26 *Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in Section 22(1) of the Children Act 1989 at the time of making an application to a school. This definition includes previously looked after children, but who ceased to be so because they were subject to an adoption, a child arrangements order, or special guardianship order. Evidence that a child has been in care, for example a letter from a local authority confirming the child was in care, will be required. The length of time in care has no bearing on the decision.*

## **Siblings**

27 *A sibling is defined as:*

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

28 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the applications will be considered together as one application.) The school may then exceed its published admission number.*

## **Distance and home address**

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

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

31 *In the case of families of service personnel with a confirmed posting in the area (or Crown Servants returning from overseas to live in the area) the school will accept an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants).*



## Supplementary form for Sikh faith admissions – September 2017

*Please return this form to the school with a letter from your Gurdwara supporting your application:*

Admissions  
Akaal Primary School  
Harrington Street  
DERBY  
DE23 8PB

Please complete a **separate form for each child** you wish to be admitted.

### Child's details

|                            |                      |
|----------------------------|----------------------|
| Child's first name:        | <input type="text"/> |
| Child's middle name(s):    | <input type="text"/> |
| Child's surname/last name: | <input type="text"/> |
| Child's address:           | <input type="text"/> |
| Postcode                   | <input type="text"/> |

Child's date of birth:  Gender: Boy ☐ Girl ☐

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

Name of Gurdwara the child normally attends:

Name of President or Secretary at the Gurdwara who can verify the information above

### Declaration by parent

I confirm that the information given above is correct.

Signature:

Date:

*Please attach a letter from your Gurdwara confirming the information above.*



# Admissions Policy

2018/2019

## Procedure for Admitting Pupils to Al-Madinah School

The Al-Madinah School provides for the needs of children within the 4 to 11 age range. The school aims to provide education for all pupils in an Islamic environment where Islamic practice forms an integral part of the daily experience and curriculum.

We ask parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

The school participates in the Derby City Council's co-ordinated scheme and timelines.

### Admission Number

1. The school has the following agreed admission number:
  - a) 60 pupils in Reception year.

### Admission Number for Primary Provision (Age 5)

2. The Al-Madinah School has an agreed admission number of 60 places in Reception year.

The school will normally admit pupils to primary education at a single point at the beginning of the school year in which they attain the age of 5. Parents have the right to defer admission or request a part-time place for their child until the term in which their children become five (5) years of age.

3. Arrangements for applications for places at Al-Madinah School will be made in accordance with Derby City Council's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Local Authority.
  - a) By 15<sup>th</sup> January – Parents complete the Common Application Form (CAF) and return it to the LA to administer.

Parents who wish to make an application **and** live outside Derby City must apply via their own Local Authority.

- b) 16<sup>th</sup> April – The Local Authority the child resides within will inform parents of the outcome of their application.

### Consideration of Applications

4. The Al-Madinah School will consider all applications for places at the school. Where fewer than the published admission numbers for the relevant year groups are received, the school will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

The school will accept all pupils with a statutory right to a place at the school through an Education Healthcare plan, subject to being able to meet the needs that have been identified.

### **Procedures where Al-Madinah School is Oversubscribed**

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

### **Admission to Reception (Statutory Age 5) – Oversubscription Criteria**

6. After the admission of pupils with Education Healthcare plan needs, criteria will be applied for the remaining places in the order in which they are set out below.
  - a) Looked After children and previously Looked After children\*.
  - b) Children who have a sibling at the school at the time of application and admission.
  - c) Up to 50% of places will be offered to children of the Islamic Faith as defined in a completed supplementary admissions form. Applications not allocated a place under c) above will be added to and considered equally alongside those in category d) below.
  - d) Up to 50% of all places will be offered to children without any reference to faith.  
(\* see definitions)

In the event of oversubscription, within any of the above criteria, preference will be given to children who live nearest to the school as the crow flies\* (see definitions). In the event that two or more distances are exactly the same, Al-Madinah School will use a method of random allocation by lot, drawn by an independent person outside of the school.

### **Operation of Waiting Lists**

7. As required by the Schools Admissions Code, Al-Madinah School will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to our oversubscription criteria as described in paragraph 6 above.
8. For clarity, separate waiting lists will be created for category c) and category d) above and places allocated from the relevant list should a place become available, i.e. if a non-faith place becomes available it will be filled from the non-faith waiting list. Only if there are no pupils on the relevant list will the place be offered to the next pupil on the alternative list.

Both waiting lists will be amended accordingly, in line with the published oversubscription criteria, when a new pupil is added.

### **Arrangements for In-Year Admissions**

9. Al-Madinah School will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the school directly for an application form.
10. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the school will consider all such applications and if the year group applied for has a place available, admit the child.

11. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

### **Fraudulent Information**

12. If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, Al-Madinah School reserves the right to withdraw the place. In certain circumstances places may be withdrawn after a child has started at the school.

### **Right of Appeal**

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal.
14. If refused admission you should contact the school at the address below to lodge an appeal:

Al-Madinah School  
Midland House  
Nelson Street  
Derby  
DE1 2SA

Please mark your envelope 'Admissions Appeals'.

### **Fair Access**

15. Al-Madinah School participates in Derby City Council's Fair Access protocol.

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

### **Definitions**

#### **1. Definition of 'Looked After' Children and Previously 'Looked After' Children**

In accordance with the Education (Admissions of Looked After Children) (England) Regulations 2006 and in accordance with Section 22 of the Children Act 1989, a 'looked after child' is defined as:

- A child who is in the care of a Local Authority at the time an application for admission to the school is made.

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

Previously Looked After children who were looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order or special guardianship order). Previously Looked After children are those who were adopted immediately following having been looked after.

## **2. Definition of Siblings and the Position of Twins**

Sibling:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application.

## **3. Definition of the Distance to an Intending Pupil's Home**

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

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

## **4. Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent(s) address may be used.

Where a child spends part of the week in different homes, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (i.e. Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application and will continue to live there after the time of admission. Informal arrangements between parents will not be taken into consideration. The designated officer may also seek proof of residence from the courts regarding parental responsibilities in this matter.

In all cases all those with parental responsibility must be in agreement with the preferences made.

*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).*

# Allenton Community Primary School



## Admission Arrangements and Appeals Policy

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

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

The current Pupil Admission Number (PAN) for Allenton Community Primary School is 60.

# Admission policies in Derby

## 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 are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

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

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2018/19 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) or [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps)

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

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

Closing dates for applications:    31 October 2017 (Secondary)  
   15 January 2018 (Primary)

## **School admissions - appeals**

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

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

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

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

## **Appeals for Voluntary Aided Schools, Foundation Schools and Academies**

If you want to appeal against a decision not to offer your child a place at one of these schools you should write to the Chair of the Governors at school.

Please address all appeals to:

Andy Nicolls, Chair of Governors  
Allenton Community Primary School  
Brookhouse Street  
Allenton  
Derby  
DE24 9BB

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

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

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

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

## **Infant Class Size Appeals**

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

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

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



# Allestree Woodlands School

## Year 7 ADMISSIONS CRITERIA FOR SEPTEMBER 2018

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

Standard Admissions Number: **225**

Applications for a place at Allestree Woodlands School should be made by stating the school as a preference on the common application form available from Derby City Education Authority. This common application form must be returned to Derby City Council - not the school, by the closing date.

A prospectus containing information about the school for parents of prospective students will be available on the school website following our Open Evening in September 2017.

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

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

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

7. Children whose parents stated Allestree Woodlands School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.

In categories 2 to 6, when choices have to be made between children satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. In category 7, places will be allocated in the same order of priority as for categories 2 to 6. Where children in category 7 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school using the National Ordinance Survey Set Points.

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

### **Fair Access**

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

### **Right of Appeal**

Should the Governing Body Students Committee be unable to offer places to all students who have applied the parents/guardians will have the right to appeal to -

The Independent Appeals Panel, C/o Allestree Woodlands School, Blenheim Drive, Allestree, Derby DE22 2LW

Parents will be given this information in the letter informing them of a Governing Body Students Committee's decision regarding places.

If the number of applications exceeds the number of places available a waiting list will be established and maintained until the end of September 2018 by Derby City Council using the above criteria.

### **Applications Made Outside of the Normal Round of Admissions**

An application for a place can be made at any point during the school year by stating Allestree Woodlands School as a preference on the common application form obtained from and returned to Derby City Council. The Governing Body Students Committee will consider the application against the above criteria and a place will be offered by Derby City Council and/or the school if one is available.

Approved by the Governing Body Students Committee of Allestree Woodlands School on:

**Wednesday 9th November 2016**

Mark Cheeseman, Chairman of the Admissions Committee

Alan Brady, Headteacher

*AWS Year 7 Admissions criteria for September 2018*



## **THE BEMROSE SCHOOL**

### **ADMISSIONS POLICY**

**AUTHOR: E WILKINSON**

**ADOPTED: MARCH 2017**

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 2017-18:

Reception – 60  
Year 1 – 60  
Year 2 – 30  
Year 3 – 60  
Year 4 – 60  
Year 5 - 45  
Year 6 - 30  
Year 7 – 180  
Year 8 – 180  
Year 9 – 180  
Year 10 – 180  
Year 11 – 180

Published Admissions Number 2018-19 [pending the accommodation build program being complete]:

Reception – 60  
Year 1 – 60  
Year 2 – 60  
Year 3 – 60  
Year 4 – 60  
Year 5 – 60  
Year 6 - 45  
Year 7 – 220  
Year 8 – 180  
Year 9 – 180  
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**

#### **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

**Bishop Lonsdale Church of England  
Primary School and Nursery  
Admission Policy  
September 2018**

The Derby Diocesan Academy Trust is the Admissions Authority for the school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body (The Governors) of Bishop Lonsdale Church of England Primary School and Nursery on behalf of the Academy Trust.

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

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

2. Children who already have brothers or sisters in the school **at the time of admission.** \*

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

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

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

When we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest to Bishop Lonsdale School. This is done by using distance data supplied by Derby City Council Admissions who measure the distance from the home address to the school using the national Ordnance Survey set points. If the children cannot be separated, we will decide who is to be admitted by drawing lots.

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

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

\*A brother or sister of a pupil is defined as: a child sharing one or more natural parent with another child attending the school – at the time which they are admitted; a step brother or step sister where children are related by a parent's marriage; or an adopted or foster brother or sister of a pupil already attending the school and living at the same address. Multiple births will be allocated a place together – within the boundaries of Infant Class Size Legislation.

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

## **FOR CHILDREN TRANSFERRING FROM ANOTHER SCHOOL**

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

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

## **APPEALS PROCEDURE**

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

## ADMISSIONS POLICY FOR CATHOLIC VOLUNTARY ACADEMIES IN DERBY CITY

| Academy   | Published Admission Number | Parishes Served  | Located within Local Authority |
|---|----------------------------|--|--------------------------------|
| <b>St George's Catholic Voluntary Academy,</b><br>Uplands Avenue, Littleover,<br>Derby DE23 1GG<br>Tel 01332 766815   | 49                         | St George and All Soldier Saints, Old Normanton with Holy Spirit, Sinfen | Derby City                     |
| <b>St John Fisher Catholic Voluntary Academy,</b><br>Alvaston Street, Alvaston,<br>Derby DE24 0PA<br>Tel 01332 572174 | 30                         | English Martyrs, Alvaston with St Ralph Sherwin, Chellaston              | Derby City                     |

**The Holy Family Catholic Academy Trust is the Admission Authority for St George's Catholic Voluntary Academy whereas St John Fisher Catholic Voluntary Academy is its own Admissions Authority**

This policy will apply for admission into Reception Class for the academic year 2018-19.

The Catholic Voluntary Academies 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. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our academies are principally provided to serve the Catholic communities of Derby. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The admission authorities for the academies as set out above are responsible for determining the admissions policies. The admissions process is coordinated by Derby City Local Authority on behalf of the admissions authorities.

All decisions relating to admission applications will be taken by the Governing Body of the Academy applied to.

**Parents/Carers should consult the Local Authority booklet "Primary Schools Admissions Handbook" which gives full details of the admissions process, including information on the admissions cycle. This information is also available online at [www.derby.gov.uk](http://www.derby.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 any of 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 made also by the national closing date of 15<sup>th</sup> January.

**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.**

### **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). A 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. The school anticipates 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.

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. 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 governing body will take into account the views of the parents and of appropriate medical and education professionals.

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 home 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 Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been

reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of issuing 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 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 their preferred school in the normal admissions round will be added to their preferred school's Waiting List. 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.

### **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 governors 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.

### **Infant Class Size Regulations**

Infant classes of 5, 6 and 7 year olds 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 academy is oversubscribed and their child is refused a place.

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

Where a place available is offered to a child from a twin or multiple birth the Governors 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**

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school's nursery does not guarantee that a place will be offered at the school and 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 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 schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

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

**First priority** within the Oversubscription Criteria will be given to applications from children who will have siblings (*see note 9*) 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 academy. This will be measured from the home address to the academy using the national Ordnance Survey set points. The distance will be measured by the local authority and the data will be supplied to the governors.

### **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 governors will admit the additional child above the planned 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 Academy.

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

**1.** An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**2.** A "looked after child" is a child who is:  
(a) in the care of a Local Authority, or

(b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or

(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or

(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally 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 treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

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

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

6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. ‘Children of other Christian denominations’ means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate , a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. ‘Children of other faiths’ means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

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

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

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

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

# ADMISSIONS POLICY FOR CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOLS IN DERBY CITY

| School   | Published Admission Number | Parishes Served   | Located within Local Authority |
|--|----------------------------|---|--------------------------------|
| <b>St Alban's Catholic Primary School,</b><br>Newstead Avenue, Chaddesden,<br>Derby DE21 6NU<br>Tel 01332 673823 | 45                         | St Alban, Chaddesden<br>St Hugh's, Borrowash  | Derby City                     |
| <b>St Joseph's Catholic Primary School,</b><br>Mill Hill Lane,<br>Derby DE23 6SB                                 | 50                         | St Joseph, Derby<br>Our Lady of Lourdes,<br>Mickleover  | Derby City                     |
| <b>St Mary's Catholic Primary School and Nursery,</b><br>Broadway,<br>Derby DE22 1AU                             | 51                         | St Mary, Derby<br>Holy Family, Allestree,<br>All Saints, Ashbourne<br>Christ the King,<br>Mackworth | Derby City                     |

This policy will apply for admission into Reception Class for the academic year 2018-19.

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. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our schools are principally provided to serve the Catholic communities of Derby. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

In each school, the Governing Body is the admission authority. Each Governing Body is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is administered by Derby City Local Authority on behalf of the school governors.

**Parents/Carers should consult the Local Authority website, [www.derby.gov.uk](http://www.derby.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.**

## **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 any of 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 made also by the national closing date of 15<sup>th</sup> January.

**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.**

**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). A 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. The school anticipates 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.

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. 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 governing body will take into account the views of the parents and of appropriate medical and education professionals.

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 home Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is submitted 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 Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of issuing 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 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 their preferred school in the normal admissions round will be added to their preferred school's Waiting List. 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.

### **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 governors 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.

### **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 pupils 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 a place available is offered to a child from a twin or multiple birth the Governors 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**

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school's nursery does not guarantee that a place will be offered at the school and 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 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 schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

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

**First priority** within the Oversubscription Criteria will be given to applications from children who will have siblings (*see note 9*) 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. This will be measured from the home address to the school using the national Ordnance Survey set points. The distance will be measured by the local authority and the data will be supplied to the governors.

### **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 governors will admit the additional child above the published admissions number. If however, admission would result in the infant class size 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.** An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

**2.** A “looked after child” is a child who is:

- (a) in the care of a Local Authority, or
- (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (*see the definition in s.22(1) of the Children Act 1989*) at the time of making an application to a school.

A “previously looked after child” is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or

(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or

(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally 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 treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

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

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

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

7. 'Children of other Christian denominations' means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

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

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

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

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

## ADMISSION POLICY FOR SECONDARY CATHOLIC VOLUNTARY ACADEMIES IN DERBY CITY

| School  | Published Admission Number | Partner Primary Schools   | Catholic Academy Trust                 | Local Authority |
|---|----------------------------|---|--|-----------------|
| <b>Saint Benedict, a Catholic Voluntary Academy Derby</b> | 245                        | Saint Joseph's, Derby<br>Saint Mary's, Derby<br>Saint Elizabeth's, Belper<br>Saint Alban's, Chaddesden<br>Saint George's, Littleover<br>Saint John Fisher, Alvaston | The Holy Family Catholic Academy Trust | Derby City      |

This policy will apply to all admissions into year 7 and admission into year 12 and year 13 (sixth form) for the academic year 2018-2019.

Saint Benedict Catholic Voluntary Academy is under the Trusteeship of the Diocese of Nottingham and belongs 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. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our schools are principally provided to serve the Catholic communities within the Diocese of Nottingham. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The Holy Family Catholic Academy Trust is the admission authority for the Academy and is responsible for determining the admissions policies for the Academies in the Trust. The admissions process is coordinated by Derby City Local Authority on behalf of the Trust.

All decisions relating to admission applications will be taken by the Governing Body of the Academy.

The Academy gives priority within the oversubscription criteria to Catholic children attending its partner primary schools (as listed above).

### ARRANGEMENTS FOR ADMISSION

Parents/Carers should consult the Local Authority website, [www.derby.gov.uk](http://www.derby.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.

#### 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 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 Academy is located and is also available from the Academy. The completed form, together with any required evidence, (see notes 3-8), should be returned to the Academy also by national closing date of 31<sup>st</sup> October.

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

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

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates 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.

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. 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 governing body will take into account the views of the parents and of appropriate medical and education professionals.

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 home Local Authority Secondary Coordinated Admissions Scheme. You are encouraged to ensure that your application is submitted on time.

### **IN YEAR APPLICATIONS**

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. A Supplementary Form should also be completed.

If the published admission number for the year group hasn't been reached the child will be offered a place unless circumstances have changed since that year group was the normal year of admission.

If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the committee decides that the education of pupils in that

year group will not be detrimentally affected by the admission of an extra pupil. If there is oversubscription the Academy will maintain a Waiting List for in year applications until the end of the academic year. Inclusion in the Waiting List does not mean that a place will eventually become available.

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 their preferred school in the normal admissions round will be added to their preferred school's Waiting List which will be maintained until the end of the academic year by the Local Authority.

Waiting Lists for admission for year 12 and year 13 will remain open until the end of the autumn term of the year applied for and will be maintained by the Academy.

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 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 governors 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 academy listed in this policy participates in the Derby City Council Fair Access Protocol.

## **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 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 schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Pupils with an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

*1. Catholic children who are 'looked after' or who were 'previously looked after' (see Notes 2 and 3).*

*2. Catholic children (see Note 3).*

3. Other children who are 'looked after' or who were 'previously looked after' (see Note 2)
4. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 7).
6. Children of other faiths whose membership is evidenced by a religious leader (see Note 8).
7. Children with aptitude in drama, music or dance (see Note 12).
8. Any other children

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

**Second priority** within the criteria will be given to applications from children who will have siblings (see Note 9) 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 measurement (See below).**

#### **Distance measurement**

Distance measurements will be taken in a straight line from the entrance to the child's home (as defined by the Local Authority) to the principal entrance to the main administrative building of the Academy. This will be calculated by using the Academy's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the computerised software produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the Academy.

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 the governors will admit the additional child above the Planned Admission Number.

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

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A "looked after child" is a child who is:

- (a) in the care of a Local Authority, or
- (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders] , or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or

(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally 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 treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

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

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

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

7. 'Children of other Christian denominations' means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. 'Children of other faiths' means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

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

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

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

12. 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 assessors' judgement on aptitude is on the day, and is final.

## **ADMISSIONS ARRANGEMENTS FOR SIXTH FORM**

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.

## SUPPLEMENTARY INFORMATION FORM

### Admission to Catholic Voluntary Academies and Catholic Voluntary Aided Schools (Primary and Secondary) within Nottingham Diocese

If you are expressing a preference for a place for your child at a Catholic Voluntary Academy or a Catholic Voluntary Aided School within Nottingham Diocese **and wish to apply under a faith criterion** you should complete this Supplementary Form

- ✧ The completed supplementary form, together with any required evidence, (see below), should be **returned to the academy/school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✧ If you are applying to more than one catholic school/academy you will need to complete a separate supplementary information form for **each** school or academy
- ✧ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✧ Remember – you **must** also complete the **Common Application Form** provided by the Local Authority.



|  |  |                      |     |
|--|--|----------------------|-----|
| <b>Name of academy/school applying to:</b> |  |                      |     |
| <b>Surname of child:</b>                   |  |                      |     |
| <b>Forename(s) of child:</b>               |  | <b>Date of birth</b> | / / |
| <b>Parent(s) / carer(s) Full Name</b>      |  |                      |     |
| <b>Child's home address</b>                |  | <b>Postcode</b>      |     |
| <b>Telephone</b>                           |  | <b>Mobile</b>        |     |

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

**Note:** When completing the **Common Application Form** it is important that you provide details of any **siblings (brothers or sisters)** who will be attending the Catholic Voluntary School or Academy at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

**PLEASE ALSO COMPLETE PAGE 2**

Now complete the following by ticking the boxes which apply to your child.

|   | <b>Faith Criterion</b><br><br>Please tick<br> | <b>Supporting Evidence Required</b><br><br><i>(Legible photocopies are acceptable)</i>   | <b>Supporting Evidence Enclosed *</b><br><br>Please tick<br> |
|---|--|--|---|
| My child is a:                                  |  | A Catholic Baptism Certificate   |   |
| <b>Catholic</b>                                 |  | <b>or</b><br>A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church. |   |
| My child is a:                                  |  | A certificate of reception into the order of catechumens   |   |
| <b>Catechumen / Candidate</b>                   |  | <b>or</b><br>A letter of verification signed by the parish priest and stamped with the parish stamp.   |   |
| My child is a:                                  |  | A Baptism Certificate  |   |
| <b>member of an Eastern Christian Church</b>    |  | <b>or</b><br>A certificate of reception from the authorities of that Church.   |   |
| My child is a:                                  |  | A Baptism Certificate  |   |
| <b>member of another Christian denomination</b> |  | <b>or</b><br>A Certificate of Dedication   |   |
|   |  | <b>or</b><br>A letter of verification signed by the minister of religion for that church.  |   |
| My child is a:                                  |  | A Baptism Certificate  |   |
| <b>member of another faith</b>                  |  | <b>or</b><br>A Certificate of Dedication   |   |
|   |  | <b>or</b><br>A letter of verification signed by the religious leader of the community.   |   |

\* Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and

*address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.*

The data on this form will only be used within the Academy/School admissions system, and will not be divulged to any third party outside the Academy/School admissions system in accordance with current Data Protection legislation.

|                                       |  |  |
|---------------------------------------|--|--|
| <b>Your name(s) in BLOCK CAPITALS</b> |  |  |
| <b>Your signature(s)</b>              |  |  |
| <b>Date</b>                           |  |  |

For School use only

| Evidence provided | Date | Criterion |
|-------------------|------|-----------|
|                   |      |           |



# Chellaston Academy

Learning

Excellence

Integrity

## **ADMISSION POLICY** **September 2018 to September 2019**

As the admission authority, the Governors of the Academy give priority for places to children whose parents have requested a place, using the common application form and submitted to the Local Authority by 31<sup>st</sup> October. 265 places are available for entry to year 7 in September 2018. In the event that the number of applications exceeds 265, the places will be allocated in the following priority order:

1. Children who are looked after – in the care of, or accommodated by, Derby City Council or another local authority. Looked After Children are defined as follows:  
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 in the care of a local authority, or 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 permanently residing in the normal catchment area at the time of admission.
3. Children who have brothers or sisters in Years 7 to 11 attending the Academy at the time of their admission.
4. Other children whose parents have requested a place.
5. Children whose parents did not submit a request for a place by the published closing date.

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

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

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

### **Notes**

- a. The normal catchment area includes the suburban area of Chellaston, the villages of Aston-on-Trent, Barrow-on-Trent, Melbourne, Stanton-by-Bridge, Swarkestone, Ticknall and Weston-on-Trent. The area is shown on a plan which is available for inspection in the Academy office by prior appointment.
- b. For the purpose of admissions, a brother or sister is classed as:
  - A brother or sister sharing the same parents.
  - A half brother or 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. Cousins are not classed as brothers or sisters).

- c. The Academy reserves the right to verify information supplied and if false information is used in order to gain a place, the Academy will refuse or withdraw the place offered.

# Chellaston Junior School

## Admissions Policy 2018-2019

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 2018-2019 school year has been set at 120 by the Department for Education and the school’s Governing Body.

### Over-Subscription Criteria

1. Children with a Statement of Special Educational Needs where the school is named in the Statement.
2. Children “looked after” by the Local Authority or who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
3. Children who live within the current catchment area<sup>1</sup> served by the school with brothers or sisters attending the school at the proposed time of their admission.
4. Children who live in the current catchment area of the school.
5. Brothers or sisters of children still attending the school at the time of their admission, but not living within the school’s catchment area.
6. Children who are not living within the school’s catchment area. Priority will be given to children who attended Chellaston Infant School.
7. Children whose parents did not request a place by 15 January 2018.

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

### School Appeal Dates for school entry into Year 3 in September 2018

|  |   |
|--|---|
| National offer date:                     | TBA   |
| Deadline for lodging appeals:            | TBA   |
| Date all on time appeals to be heard by: | TBA   |
| Appeal dates:                            | To be confirmed – please contact Mrs Maureen Slack on 01332 701460 for further information. |

### Notes:

“catchment area”

As defined by the Local Authority

*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 development is outlined on a map attached to the Admissions Consultation Document. 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.*

“Looked after child”

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

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“brother or sister”

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



# Chellaston Academy

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## **ADMISSIONS POLICY FOR CHELLASTON SIXTH FORM – SEPT 2017 START – (updated 3<sup>rd</sup> Oct 2016)**

The Academy wishes to maintain its comprehensive nature in the Sixth Form and will seek to recruit students from a broad range of ability and background. The Academy is committed to working in partnership with other local schools. The Academy will comply with the Code of Practice for Admissions and will seek to work within the general principles of transparency and fairness.

1. Applications to the Sixth Form should be made using a paper application form by Friday, 2nd December 2016. Applications after this date will not be guaranteed offers, and will be considered as stated below, in the event that the 200 places have not been allocated.
2. The minimum requirements for students wishing to follow A Level Courses is 5 C grades or equivalent. (Grade 5 on the new GCSEs)
3. A minimum of Grade 5 at GCSE in Mathematics and English is an essential requirement to embark upon Level 3 courses.
4. Students must have a grade 7 or higher at GCSE in Mathematics in order to take Mathematics at A Level.
5. Students must have a B Grade at GCSE in their chosen A Level subject. For subjects which have not been studied at GCSE, such as Economics, Psychology, Sociology and Government and Politics, the minimum requirements should be reached.
6. Up to 200 places per year will be available.
7. Conditional Offers will be made to students in March. Students who are not offered a place will be given the reasons for that decision and will be told that they have the right of appeal. The Appeal can be made to the Governors' Leadership and Management Committee. Details will be provided in the letter of rejection.
8. Progression from AS to A2 will be at the discretion of the Head of Sixth Form. Dropping to two A Levels from three or four A Levels will be at discretion of the Head of Sixth Form. Although AS levels will not be taken in 2018, students who achieve an assessment (Based on mock exams and class based tests) of a grade E or U standard is likely to precipitate as to the students suitability to continue on the course.

9. The order of priority for admissions to School Sixth Form reflects the general School Policy. The order of priority is as follows:

- i. Children who are looked after as defined by the most current definition used by the Local Authority. The current definition at the time of publishing this policy is:

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 in the care of a local authority, or 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).

- ii. Students who fall into the following categories:

- Those who permanently reside in the catchment area
- Applicants who apply from 11-16 schools without a Sixth Form
- Applicants from 11-18 schools with a Sixth Form

- iii. Late applications

#### Over Subscription

After allocating places to students in categories 1, 2, 3 and 4, there may be insufficient places for all applicants in category 5.

Places up to the admission limit will be allocated using the same criteria i - iv.

If there are too many applicants in one particular criterion, random allocation will take place. However, if a randomly allocated student has chosen oversubscribed courses, another randomly allocated selection will take place.

The selection of courses offered at the beginning of the year by the school is subject to change and dependent on the number of students committed to taking the course.

Policy Date: September 2016

Date approved by Governors' Committee: 3<sup>rd</sup> October 2016

Determined by the Governors: February 2017

Date approved by Full Governors: 17<sup>th</sup> October 2016

Date of Review: September 2017



**CITY OF DERBY  
ACADEMY**

**ADMISSIONS  
POLICY**

**2018/19**

## **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 Sinfen 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.

The Greenwood Academies Trust 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:

[www.derbycity.gov.uk/schooladmissions](http://www.derbycity.gov.uk/schooladmissions)

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.
  - 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 Principal  
City of Derby Academy  
Farmhouse Road  
Sinfen  
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 9 December 2016.

## **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<sup>1</sup> (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 2018-19



da Vinci Community School is an 11-16 mixed gender Co-operative Trust School 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. Since 2004 our exam results have improved dramatically making us one of the most improved schools in the country.

Schools are about people and da Vinci 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 very high expectations of our students based on the 5 Ps – Present; Punctual; Prepared; Polite and Proud.

Our school is built around three related core aims: Everyone a learner; Everyone a leader; Everyone valued and our school motto – Aspire, Believe, Achieve. As a Co-operative Trust we believe strongly in working in partnership with the local community for the mutual benefit of all. Our school belongs to its members – students, parents, staff and community. The co-operative values of self-help, self-responsibility, democracy, equality, equity & solidarity underpin our organisation.

In addition to attending our annual open evening, 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 are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the schools at the time of admission
- (3) Other children living in the catchment area at the time of admission
- (4) Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission
- (5) Other children whose parents have requested a place
- (6) Children whose parents did not request a place by 31 October 2017

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**

## DETERMINED ADMISSION ARRANGEMENTS 2018-19



Date: September 2016  
Renewal Date: September 2017

SLT:

Created: September 2016

Endorsed by the Chair of Governors: 

da Vinci Community School is an 11-16 mixed gender Co-operative Trust School 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. Since 2004 our exam results have improved dramatically making us one of the most improved schools in the country.

Schools are about people and da Vinci 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 very high expectations of our students based on the 5 Ps – Present; Punctual; Prepared; Polite and Proud.

Our school is built around three related core aims: Everyone a learner; Everyone a leader; Everyone valued and our school motto – Aspire, Believe, Achieve. As a Co-operative Trust we believe strongly in working in partnership with the local community for the mutual benefit of all. Our school belongs to its members – students, parents, staff and community. The co-operative values of self-help, self-responsibility, democracy, equality, equity & solidarity underpin our organisation.

In addition to attending our annual open evening, 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 are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the schools at the time of admission
- (3) Other children living in the catchment area at the time of admission
- (4) Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission
- (5) Other children whose parents have requested a place
- (6) Children whose parents did not request a place by 31 October 2016

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**

Agreed by Governors – 6 October 2016

**DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR  
INFANT, JUNIOR, PRIMARY AND SECONDARY SCHOOLS  
2018 – 2019**

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(intake timetable 2018-2019) and Term Dates

Annex 5 - Admission Appeals Timetable

## 1. Introduction

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

## 2. Applying for a school place

- 2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, or 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 2017.
- 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 will be invited to state three preferences online (four for secondary transfer **and** only where the fourth preference is the catchment school) 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 2018. 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 will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order their ranking / schools changes.
- 2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2017. 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 will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order of their ranking / schools changes.
- 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 2018. Parents who applied online will also be able to view the decision online on 16 April 2018 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 01 March 2018. Parents who applied online will also be able to view the decision online on 01 March 2018 by logging into their account.
- 3.3 In the absence of full inter local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority co-ordination is aimed to reduce, if not eliminate the possibility of parents receiving more than one offer of a school place.

## **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.

## **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.

\*Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1998. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took 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 642726 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 will be 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 2017; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2018.
  - (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2017; return the supplementary

information form(s) to the preferred voluntary aided/free school(s) 31 October 2017.

- 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 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 Fair Access Protocol**

- 10.1 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.

## 11 Placement of pupils out of their chronological age group

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 **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 middle, 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.
- 11.5 **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.
- 11.6 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*).
- 11.7 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.

- 11.8 **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 (unless in exceptional circumstances) apply for a delayed entry during the normal admissions round (05 November 2017 to 15 January 2018) as well as submitting an application for a school place.** It is the admission authority for the school that are required to make the decision based on the individual circumstances of each case.

Factors that will be considered include but not limited to are:-

- the needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school.

In these cases supporting documentation from professionals involved may be required.

- 11.9 Parents are required to submit a request in writing (where possible) for admission into reception rather than year one for the following academic year at the same time, and in addition to submitting their application during the normal admissions round for the child's chronological age group.
- 11.10 Where the admission authority agrees that a child can defer school entry into Reception for the following academic year parents **must** submit a new application during the following normal admissions round.

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

- 11.11 **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.
- 11.12 **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.
- 11.13 **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
- 11.14 **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.

- 11.15 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

## **12 Further information on School Admissions**

- 12.1 **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.
- 12.2 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)
- 12.3 Visit the website at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) or [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) to access further information, useful forms and the Admissions Handbooks.
- 12.4 The School Admissions Code 2014  
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DFE-00013-2012.pdf>
- 12.5 The School Admission Appeals Code 2012  
<http://www.education.gov.uk/aboutdfe/statutory/g00213244/school-admission-appeals-code-2012>
- 12.6 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)

**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 are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

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

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2017/18 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) or [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps)

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

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

**Closing dates for applications:** 31 October 2017 (Secondary)  
15 January 2018 (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.

## Admissions Arrangements

**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 150.

- b) In the academic years 2015/16 and 2016/17 there will be 150 Year 10 places available. From academic year 2017/18 onwards there will be 150 Year 10 places available.

#### 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

- a) The published admissions number for the Derby Manufacturing UTC Year 12 and Year 13 provision for a total of 300 learners. There will be 150 places available overall in Year 12 (the Year 12 capacity).
- b) As a transitional measure, in academic year 2015/16 there will be a total of 60 Year 12 places available and in academic year 2016/17 there will be a total of 90 Year 12 places available to eligible external applicants.
- c) From academic year 2017/18 the Derby Manufacturing UTC will not admit external applicants into Year 12 unless it is undersubscribed by learners progressing from its own Year 11.

### 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 Appendix II):  
*Route A: 5 A\* - C or equivalent including English and Maths, with at least a B grade in the subjects to be studied.*  
*Route B: 5 A\* - C or equivalent. Students will be expected to study A/S Core Maths if studying BTEC Engineering.*  
*Route C: 5 A\* - G 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 UT. 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 2015 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

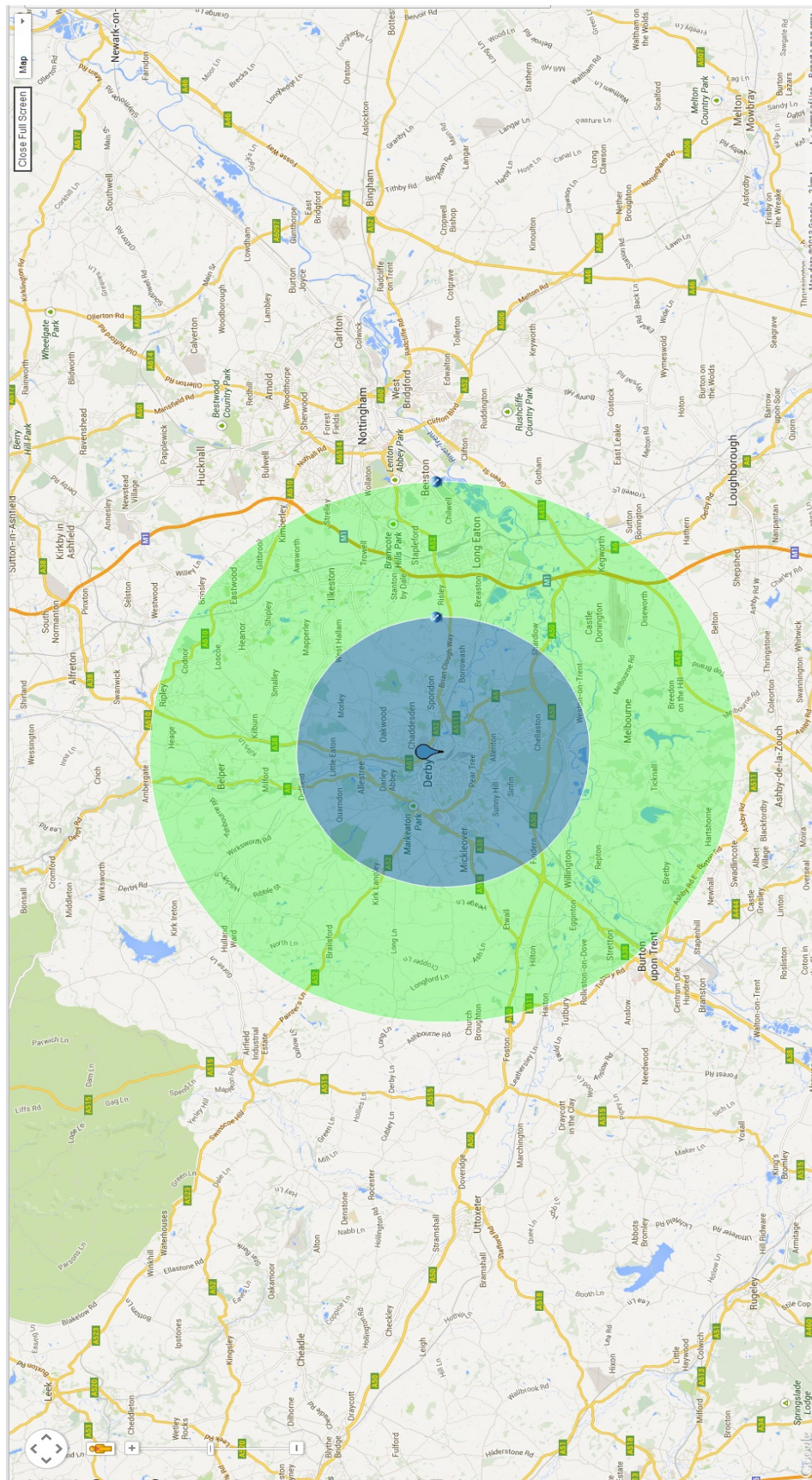
Where a place becomes available within another Year Group; eg. should a Year 11 or Year 13 learner leave, the Derby Manufacturing UTC may admit additional learners up to the Published Admission Number using the oversubscription criteria above only if it is practicable and in the interests of the learner(s)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

Signature.....  .....

Name John Ferguson, Executive Principal.....

Date... 21<sup>st</sup> February 2017.....

## APPENDIX I



Created by LC 24 September 2013 revised February 2017  
Derby Manufacturing University Technical College

## APPENDIX II

|  | <b>ROUTE A</b>   | <b>ROUTE B</b>                               | <b>ROUTE C</b>  |
|--|--|--|---|
|  | <b>A Level/ BTEC Routes</b>  |  | <b>Foundation Technical</b>                             |
| <b>COMPULSORY<br/>(For Engineering routes Post-18)</b> | Maths  | Core maths AS (if studying BTEC Engineering) |   |
| <b>OPTIONS</b>   | Physics  | BTEC Engineering Ext.Diploma (3 A level)     | GCSE Re-take (Ma/ En)                                   |
|  | Chemistry  | BTEC Engineering Diploma (2 A Level)         | Pre-Apprenticeship programme: Engineering Technologies: |
|  | Computing  | BTEC Engineering Sub-Diploma (1 A Level)     |   |
|  | Business Studies   | BTEC Applied Science                         |   |
|  |  | Business Studies                             |   |
|  |  | GCSE Re-take (Ma/ En)                        |   |
|  | <b>EXTENDED STUDY</b><br>EPQ<br>Level 1 Welding<br>Level 1 Perf.Ops<br>Voluntary work experience<br>Duke of Edinburgh<br>F1 in Schools<br>Greenpower project |  |   |



# DERBY MOOR COMMUNITY SPORTS COLLEGE

## Policy Title: **Determined Admissions Policy** **(for Academic Year 2018-19)**

Author: Mrs C. Bhundia

Awaiting ratification by the Governing body:

Next review due: Spring Term 2018 (for Academic Year 2019-20)

DERBY MOOR COMMUNITY SPORTS COLLEGE

EQUALITY CHECKED

This policy/procedure seeks to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.
- Meet requirements under the Equality Duty.
- Set Equality objectives which are specific and measurable.



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This document is in draft form. The Governing Body of Derby Moor Community Sports College has yet to adopt this Determined Admissions Policy. Dates and figures which are beyond the control of Derby Moor Community Sports College maybe subject to change.

## **Introduction**

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

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

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

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

## **Policy and Numbers**

Pupils will be admitted into Year 7 without reference to ability or aptitude. The published admission number for Year 7 for the year commencing 1 September 2019 will be 266. For Years 8-11 the admission number is 266.

## **How to apply for a place in Year 7**

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

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

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

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

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

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

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

## **How places are offered**

For admission into Year 7 September 2019, the LA, on behalf of the Governing Body, will offer places to 266 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 266 applications are received, the oversubscription criteria will be applied to determine priority for places.

### **The Ranking Stage**

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

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

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

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

### **The Allocation Stage**

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

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

If the child is not on the eligible list of a 'preferred' school, then the child will be placed by the Local Authority at the nearest appropriate school with a place available.

The Local Authority will post notification of allocation on 1 March 2019, (those who applied by on-line application will receive the decision by email by the same date).

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

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

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

## **Admissions criteria to be applied if places are over-subscribed**

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

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who are both living<sup>1</sup> in the Normal Area<sup>2</sup> or Catchment Area served by the school and have siblings<sup>3</sup> (brothers or sisters) of compulsory school age still attending the school at the time of their admission.

3. Other children living<sup>1</sup> in the normal area at the time of admission.
4. Children who do not live<sup>1</sup> in the Normal Area<sup>2</sup> served by the school but who have siblings<sup>3</sup> (brothers or sisters) of compulsory school age attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the Local Authority deadline for completion of the Common Application Form.

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

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

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

### **Operation of the Reserve List**

Derby City Council Children and Young Peoples' Directorate will establish a Waiting List for Derby Moor. This will be maintained up to the end of September in the next academic year, i.e. September 2020. The list will be in rank order and determined according to the Criteria identified above (Section 3) when the number of applications exceeds the places available in the intake year or Year 7 at Derby Moor Community Sports College. Derby Moor Community Sports College itself will not maintain a Waiting List.

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

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

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

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

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

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

### **Mid-phase applications:**

Parents whose applications are not immediately successful will be held on the reserve list for that year group by the school for a period of one term following the term of application. All mid-phase applications should be coordinated with the LA Admissions Team. Applications will be ordered on the list according to the over-subscription criteria and when places become available, they will be offered accordingly. Parents should be aware that their place on the waiting list may vary if applications are subsequently received which meet a criterion higher on the list than their own.

*Please note that names held on the reserve list will not be carried over to the new school year. Parents wishing to remain on the list should contact the school.*

## **Admission to the Sixth Form**

The Planned Admissions Number for external candidates admitted to the 6<sup>th</sup> form of Derby Moor Community Sports College each academic year varies depending on the number of Year 11 we think will remain at Derby Moor Community Sports College.

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

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

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

In the event of over-subscription of candidates meeting the general and specific requirements for entry to particular courses, any surplus places after allocation to transferring internal students from Year 11 will be allocated to external students by using the oversubscription criteria on page 3 of this document.

## **Appeals**

Parents have the right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools for which they have applied. Parents wishing to appeal must contact the admission authority for the school(s) to find out the procedure and the date by which any appeal must be received by them. Except where their child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997. In the case of such a child, the parents' right of appeal is suspended for a period of two years following the second or subsequent exclusion.

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

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

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

## **Guidance notes for parents/guardians**

### **Why has my application for a place been refused?**

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

All schools must have an admission number for each age group. The admission number is set by the local authority with regard to the capacity of the school. This number forms part of the admission arrangements

for a school; once it has been published in the information for parents' handbook the admission authority for that school cannot admit above that number.

Refusal of a place at your preferred school will be due to the admission number for that specific year group being reached therefore no further places can be allocated by the admission authority.

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

### **Appeals against admission decisions**

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

### **How do I appeal?**

You should complete the Appeal Against an Admissions Decision form and return it to the address shown by 31 March 2019 (for applications for Year 7 commencing September 2019) at the very latest. A copy of this form can be found at the end of this pack.

### **When will my appeal be heard?**

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

- The hearing should take place by 26 May 2019. Any appeals which are received after the closing date of 31 March 2019 will be heard, where possible within 40 school days from the deadline for lodging appeals (31 March 2019) or within 30 school days from the date the appeal was lodged.

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

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

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

### **What sort of information should I provide?**

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

### **What happens next?**

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

### **Who will hear my appeal?**

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

### **Can I bring someone with me to the appeal hearing?**

You can bring a friend or adviser with you to the hearing and they can speak on your behalf if you wish. You can also bring an interpreter or signer with you if you need one or you can ask for one to be provided for you. If you wish to bring a Choice Adviser, a locally elected politician, an education social worker, special educational needs adviser or learning mentor with you to the hearing you can do so but you will need to arrange this yourself. If you are going to bring someone with you to the hearing you should let the Clerk to the Panel know in advance.

### **Before the hearing**

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

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

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

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

### **What happens at the hearing?**

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

#### **Step One:**

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

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

#### **Step Two:**

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

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

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

### Step Three:

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

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

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

### **Is the Panel's decision final?**

The Panel's decision is binding on the school and the Admission Authority. This means that, if your appeal is successful, the school must admit your child. If your appeal is not successful your child's name may remain on the waiting list at the school if you wish.

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

### **Is there anything I can do if my appeal fails?**

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

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

### **Can I complain about the appeals process?**

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

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

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

### **Returning your completed form**

Please complete the Appeal form in full, sign it (keep the guidance notes to remind you of what the Appeal will involve) and send the completed Appeal form to the address shown by 29 March 2019 at the very latest.

### **Definitions of Terms Used in this Booklet**

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

#### **Academies**

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

**Admission authority**

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

**Admission arrangements**

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

**Appeal panel**

An independent panel who hears appeals against admissions decisions.

**Catchment area**

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

**Children in care (looked after children)**

Children who are in the care of local authorities.

**Community schools**

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

**Distance from home to school**

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

**Exceptional medical need**

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

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

**Exceptional social need**

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

**Faith schools**

Faith schools have a particular religious character. They are mostly run in the same way as other state schools. Their faith status may affect their curriculum and their admission policies.

**Foundation schools**

Foundation schools are run by the governing body, which sets the admissions arrangements.

**Governing bodies**

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

**Home address**

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

**Parent / family member**

A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent attendance at church' it is sufficient for just one parent to attend.

'Family members' include only parents and siblings.

**Sibling**

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

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## Appeal against Admission Decision

To be completed by the parent or carer

Child's first name(s): ..... Family name: ..... ☐ Male ☐ Female

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

Contact address: ..... Title: ..... Name: .....

..... Contact telephone: .....

..... Title: ..... Name: .....

..... Postcode: ..... Contact telephone: .....

Email address: .....

School currently or previously attended: .....

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

| Name | Date of Birth | Secondary School |
|------|---------------|------------------|
|      |               |                  |
|      |               |                  |

**Statement by parent(s) or carer(s)**

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

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

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

Received by Admissions

Received by GSU

## Appeal against Admission Decision continued

Statement by parent(s) or carer(s), continued

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

Name of school (1): ..... Year of appeal: .....

Name of school (2): ..... Year of appeal: .....

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

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

Are there days, dates or times when you cannot attend a hearing? Please give details: .....

.....

Signature of parent or carer: ..... Date: .....

Please tick: ☐ Mother ☐ Father ☐ Legal guardian ☐ Other, please specify: .....

**Please return this form to:**

Clerk to the Admission Appeal Panel Derby Moor  
Community Sports College Moorway Lane  
Littleover Derby  
DE23 2FS

**Tel:** 01332 772706

**Fax:** 01332 776460

**E-mail:** [info@derbymoorschools.co.uk](mailto:info@derbymoorschools.co.uk)

**Date of your allocation/refusal letter:**

.....

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## EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

| Equality Impact Assessment of DMCS Policy   |   |                           |                       |                                  |                            |                               |
|---|---|---------------------------|-----------------------|----------------------------------|----------------------------|-------------------------------|
| Title of Policy   | Determined Admissions Policy  |                           |                       |                                  |                            |                               |
| PART 1  | Positive Impact – reducing inequalities   |                           |                       |                                  |                            |                               |
| <b>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</b><br><i>D = Disability, GA = Gender reassignment, P = Pregnancy &amp; Maternity, R = Race, R/B = Religion or Belief, S = Sex, SO = Sexual Orientation, A = Age, M/CP = Marriage and Civil Partnerships</i> | <p><b>How is the policy likely to have a <u>significant positive impact</u> on equality by reducing inequalities that already exist?</b><br/> All potential students will have the opportunity to apply to Derby Moor Community Sports College without discrimination. All potential students who apply will be subject to the criteria as discussed within the policy so eliminating any possibility of potential students not being admitted on unfair grounds.</p> <p><b>Could the policy have a <u>significant negative impact</u> on equality in relation to each of the following groups or characteristics?</b><br/> It is critical that all potential students are not discriminated against in relation to admission to the school. The school must follow the criteria set in admitting students to the school. Parents have a right of appeal if their place is refused and above this a right to contact the Admissions Ombudsman should they feel that an appeal has not been heard in a non-discriminatory way.</p> |                           |                       |                                  |                            |                               |
| Characteristics<br>Indicate areas of likely impact  | Promote equal opportunities   | Get rid of discrimination | Get rid of harassment | Promote good community relations | Promote positive attitudes | Promote/ protect human rights |
| <input type="checkbox"/>  |   |                           |                       |                                  |                            |                               |
| D   | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| GA  | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| P   | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| R   | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| R/B   | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| S   | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| SO  | Y   | Y                         |                       | Y                                | Y                          | Y                             |
| A   |   |                           |                       |                                  |                            |                               |
| M/CP  |   |                           |                       |                                  |                            |                               |
| Equality Impact Assessment of DMCS Policy   | Records   |                           |                       |                                  |                            |                               |
| Name of person responsible for policy   | Catherine Bhundia   |                           |                       |                                  |                            |                               |
| Date of EIA of Policy   | 04/04/17  |                           |                       |                                  |                            |                               |

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

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

| Equality Impact Assessment of DMCSC Policy | Conclusion  |
|--|---|
| <b>PART 3</b>                              |   |
| <b>Summary of findings</b>                 | Current findings would suggest that procedures are robust and no individual/s or discriminated against. |

| Equality Impact Assessment of DMCSC Policy                           | Next steps             |                      |                           |
|--|------------------------|----------------------|---------------------------|
| <b>PART 4</b>  |                        |                      |                           |
| <b>Category</b>  | <b>Actions</b>         | <b>Target Date</b>   | <b>Person responsible</b> |
| <b>Next Steps – Action Plan</b>                                      |                        |                      |                           |
| <b>Practical changes required to reduce adverse impact</b>           |                        |                      |                           |
| <b>Monitoring and evaluation and Review (publish revised policy)</b> | Review policy annually | Spring Term Annually | CBH                       |

## Grampian Primary Academy

### Admissions Arrangements

The oversubscription criteria are as follows:

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 being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.

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

In categories 2 to 7, 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. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit. In category 7, places will be allocated in the same order of priority as for categories 2 to 6. Where children in category 7 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line, as outlined above.

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.

Pupils who have a statement of special educational needs, which the Local Authority considers can best be met in a particular school, will be given priority over all others. The over-subscription criteria do not apply to statemented children. 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.



## **A. ADMISSION OF STUDENTS FOR ENTRY AT YEAR 12 2018/19**

For September 2018/19 the College Admission Number for entry into Year 12 will be up to 168 students, including those students transferring from within the College, with a total Sixth Form (Year 12 and 13 combined) capacity of 285 students. 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 19<sup>th</sup> birthday.

Landau Forte College Derby is an Academy which is a state-funded *independent* school.

Applications are made directly to the College, with separate processes for those applicants who are existing students and those who would be new to the College, as outlined below. Students who attend the College in Year 11 will have the right to progress into Year 12 provided that they meet the academic requirements for general entry and to the specific courses which they wish to study.

Students external to the College at Year 11 may apply for entry into Year 12 of the College. The same academic ability requirements that apply to students transferring internally will apply to external applicants. Unlike applications to join Year 7 at the College, no distinction is 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.

## **B. EXPECTATIONS**

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.
2. We expect students to have the support of parents or carers who are also committed to the College's approach and we would expect them to take a keen interest in their child's learning, progress and social development at the College.

## **C. APPLICATION PROCESS**

## **Sixth Form Admissions Criteria for All Level 3 Applicants 2018/19**

Students must:

- be interested in studying within the range of subjects and the permitted combinations on offer;
- have five GCSEs at grades A\* to C or equivalent (Grade 9-5), to include Grade 9-5 in GCSE English and Mathematics.
- have grades 9-5 in English and Mathematics or equivalent, for all pathways;
- meet specific subject entry requirements;
- submit their application by the respective deadline, outlined below.

## **Sixth Form Admissions Procedure 2018/2019 – Existing Students**

*Information Evening: Wednesday 11 October 2017 - 6.00pm*

All Year 11 Landau Forte College Derby students, together with parents/carers, are invited to attend the Information Evening on Wednesday 11 October 2017, at 6.00pm. 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 9 November via the students' Personal Tutor to Reception.

*Thursday 9 November 2017*

This is the final deadline for applications from existing students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2018.

*January 2018*

A conditional offer will be made in January 2018, which states 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 on the letter.

## **Sixth Form Admissions Procedure 2018/2019 – New Students**

*Information Evenings:*

- *Wednesday 11 October 2017 - 6.45pm*
- *Thursday 12 October 2017 - 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, from late September.

*31 January 2018*

This is the final deadline for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2018.

*February 2018*

Decision letters will be sent out in late February 2018, and/or 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.

## **F. ALLOCATION OF PLACES**

Conditional places will be offered where the applicant 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.

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

- 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
- 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.
- 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.

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.

## **G. OVERSUBSCRIPTION CRITERIA**

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:

- a. Students who applied and accepted a conditional offer by the respective deadlines, and who fulfil the academic entry criteria;
- b. 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. A Looked After

Child is defined as a child who is (i) in care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social care functions (see the definition in section 22(1) of the Children Act 1989).

- c. Applicants who have a Statement of Special Educational Need, Education Health Plan and who fulfil the academic entry criteria;
- d. Applicants who live in Catchment Area 1 or Catchment Area 2 (defined in Section A) and who fulfil the academic entry criteria.
- e. Siblings of an existing student at the time of admission who fulfil the academic entry criteria, will be given preference provided that the applicant (without prejudice to the conditions set out at a) or b). Siblings are defined as *brothers* or *sisters* who are either (i) a blood relative or (ii) are a sibling by legal adoption.

## **H. ARRANGEMENTS FOR APPEALS PANELS**

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools (see Appendix 1). The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties.

## Appendix 1

### TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 12 2018/19

|  |   |
|--|---|
| <b>Initial conditional offer or holding letter sent to prospective student by the College</b>  | <b>January – February 2018</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>   | <b>By 24 August 2018</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>6 September 2018</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                            |

## A. ADMISSION OF STUDENTS FOR ENTRY AT YEAR 7 2018/19

For September 2018/19 the College Admission Number for entry into Year 7 will be 168 students. Students should normally be aged between 11 and 12 years on the 1 September in the year of entry.

Landau Forte College is an Academy which is state funded and *independent* to the local authority. Parents\carers only need to make a single application for their child to attend the secondary school of their choice, including an application for a place at Landau Forte College.

This application **MUST** be made via the Local Authority in which **you live**. 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 2018.

## B. CATCHMENT AREA

### Area 1

For entry at age eleven, 84 places will be offered to applicants from **Catchment Area 1** which is the Derby City electoral wards of *Abbey, Derwent, Arboretum, Normanton and Sinfin*.

### 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.

If insufficient applications are received from *either* Catchment Area 1 *or* Catchment Area 2, the places not allocated to applicants from a particular catchment area will be offered in the first instance to applicants from the other catchment area.

Applicants from outside the two catchment areas will only be offered a place if there are insufficient applicants from Catchment Areas 1 and 2.

## C. EXPECTATIONS

1. Students will need to be committed to the College's approach, including the emphasis on Science, Technology, Business and Foreign Languages, the longer working day and the five-term year. They must be willing to give of their best and to take part in the social and sporting activities of the College.
2. Students should intend to remain in full-time education or vocational training until the age of 18.

We expect students to have the support of parents or carers who are also committed to the College's approach and we would expect them to take a keen interest in their child's learning, progress and social development at the College.

## D. APPLICATION PROCESS

To apply for entry in September 2018 you should complete the **Local Authority Common Application Form** (which you should have received via your child's primary school) and send it to your Local Authority **by 31 October 2017**. This will guarantee you and your child an appointment to visit the College to complete the Application Process. The opportunity to visit the College will be advertised in the local press and on the College web site – this Open Evening will be held on Wednesday 13 September 2017.

## E. NEXT STEPS

1. Send your completed **Common Application Form** to the Local Authority in which you live naming Landau Forte College as one of the school preferences for your child.
2. You will be invited to come with your child to the College at a given time on either Saturday 11, Monday 13, Wednesday 15 or Monday 20 November 2017.

### Please Note

*It is essential that ALL applicants attend on the specified date. If for any reason you are not able to attend at your scheduled appointment time then you should contact us as soon as possible so that an alternative appointment time may be offered on another specified day and time. **If you have not notified us that you cannot attend and confirmed this in writing, then we shall be unable to process your child's application any further.***

3. On your visit to the College your child will be given a NFER assessment to complete. Please note that **ALL** applicants are required to take this test.
4. Whilst this assessment is taking place you will be given further information about the College, what it offers and the expectations it places on students and parents\carers.
5. The whole process should be completed within approximately 1.5 hours.
6. The NFER assessments will be externally marked and places allocated in accordance with the procedure outlined below.
7. The College will notify the Local Authority which children have been allocated places at the College.

You will be informed in writing by the Local Authority on 1 March 2018 to which school your child has been allocated a place.

## F. ALLOCATION OF PLACES

If the College has 168 applicants or less then all applicants will be offered places. If the College is oversubscribed then the following procedure in accordance with paragraph 1.6 (c) of the 2012 School Admissions Code will be followed:

1. 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 G a – c* of this document will be applied.
- e) Following the application of *Oversubscription Criteria Section G a – c* then apply *Oversubscription Criteria Section G 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.

As stated above, 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 Statement of Special Educational Need or Education Health & Care Plan (people outside of those areas will only be offered places if there are insufficient applicants from within Catchment Areas 1 and 2).

## **H. OVERSUBSCRIPTION CRITERIA**

Where the number of applications for admission is greater than the published admissions number of 168, 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<sup>67</sup>. A Looked After Child is defined as a child who is (i) in care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social care functions (see the definition in section 22(1) of the Children Act 1989).
- 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 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 at a) or b) Siblings are defined as *brothers* or *sisters* who are either (i) a blood relative or (ii) are a sibling by legal adoption.
- 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 sufficient applications being received.

Should places still be available following allocation of places in Catchment areas 1 and 2 these will be allocated on a random basis

## **H. OPERATION OF WAITING LISTS**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the College receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by the Academy and it will be open to any parent\carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in the paragraphs *G. Oversubscription Criteria a - e*. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **I. ARRANGEMENTS FOR APPEALS PANELS**

Parents\carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it is binding on all parties.

## **J. REMINDER**

Parents\carers are respectfully reminded that to apply for a place at the College you **MUST** use the Local Authority Common Application Form naming the College as one of your school preferences and return that form to your Local Authority by the date specified on that form. **Please do not send the Common Application Form to the College.**

**TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 7 2018/19**

|  |   |
|--|---|
| <b>Offers sent to Parent/Carers by the Local Authority</b>   | <b>1 March 2018</b>   |
| <b>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</b>   | From <b>1 March 2018</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>09 April 2018</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                      |

# PROPOSED

## Landau Forte Academy Moorhead



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

Tel 01332 571162  
Fax 01332 886101

[www.lfadm.org.uk](http://www.lfadm.org.uk)

Headteacher: Mrs F Smith

Session times: 8.45am-3.15pm

## Admissions Policy 2018-2019

Boys and girls will be admitted to the Academy on a full-time basis without any reference to ability or aptitude, from the "current catchment" area served by the Academy. The maximum number of new children to be admitted during the 2018/2019 Academy year has been set at 45 in reception, 40 in all other year groups, by the Department for Education and the Academy's Governing Body.

## Over-Subscription Criteria

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

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

### Academy Appeal Dates for Academy entry into Reception class in September 2018

|  |  |
|--|--|
| National offer date:                     | 16 April 2019  |
| Deadline for lodging appeals:            | TBC  |
| Date all on time appeals to be heard by: | TBC  |
| Appeal dates and application forms:      | To be confirmed – please contact Mrs Tatem at the Academy on 01332 571162 for further information. |

#### Notes:

"Catchment area"

As defined by the Local Authority

"Looked after child"

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

"Brother or sister"

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

#### **Governor Meeting - 26-09-16**

FMS asked Governors to agree to increasing the school's PAN to 45 pupils per year, she has attended several appeals which the school is losing on the grounds that due to split classes there is the scope to have 30 pupils per class, which would allow 45 per year. **Governors expressed their concern regarding safety of pupils, facilities such as toilets, and the inevitable spreading the teacher's expertise more thinly.** FMS explained that there are plans for facilities, that no class would exceed the 30 child size and teaching would not suffer, also with the additional funds the extra pupils would bring (approx. £120k-£170k) there would be scope for increased resources to classes. **Governors agreed to this increase,** and this will be taken to the Trust and if approved to Local Authority. Further reports to Governors required on progress; however it was felt that this increase would not now take effect until September 2018.

## **Determined Admission Arrangements for September 2018**

Lees Brook Community School is an Academy which is part of the Northworthy Trust. It is an Enhanced Resource School with places for 20 students with General Learning Difficulties. Lees Brook does not select on the basis of ability.

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

Applications for a place at Lees Brook Community School in September 2018 should be made by stating the school as a preference on the Derby City Education Authority common application form. This form must be returned to Derby City Council by the closing date of 31<sup>st</sup> October 2017.

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

1. Children who are looked after (in the care of or accommodated by Derby City Council or another local authority). *See note below.*
2. Children who are both living in the normal area served by the school and have brothers or sisters still attending the school at the time of their admission.
3. Other children living in the normal area at the time of admission.
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission.
5. Other children whose parents have stated Lees Brook Community School as a preference on the common application form.
6. Children whose parents stated Lees Brook Community School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.

In categories 2 to 5, when choices have to be made between children satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. In category 6, places will be allocated in the same order of priority as for categories 2 to 5. Where children in category 6 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school.

**Notes:**

- a) The Governing Body Admissions Committee reserves the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.
- b) 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.

Notification: Parents will be notified of the governors' decision about whether or not a place has been offered on 1st March 2018.

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

**Waiting List**

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

**Applications Made Outside of the Normal Round of Admissions**

An application for a place can be made at any point during the school year by stating Lees Brook Community School as a preference on the common application form obtained from and returned to Derby City Council. The 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.

**Looked After Children**

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



**MERRILL** Academy



# Admissions Policy 2018/19

*Office Use only:*

|                                   |   |  |  |                             |
|-----------------------------------|---|--|--|-----------------------------|
| <b>Policy/Procedure<br/>No. 8</b> | <b>FGB/Date of Approval:<br/>23 February 2017</b> | <b>Implementation<br/>Date:<br/>17 December<br/>2015</b> | <b>Review Dates:<br/>February 2018</b> | <b>Impact<br/>Assessed:</b> |
|-----------------------------------|---|--|--|-----------------------------|

|             |      |           |             |
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| Date:       | Ref: | Doc Name: | Page 1 of 3 |
| Originator: |      | Area:     |             |

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.

|                        |        |   |             |
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| Originator: M Shepherd |        | Area: Admissions                        |             |

# ADMISSIONS POLICY 2018/19

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 1<sup>st</sup> 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.

|                        |        |   |                           |
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| Originator: M Shepherd |        | Area: Admissions                        |                           |

## **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).
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
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.

Noel-Baker Academy

Academy

Bracknell Drive, Alvaston, Derby DE24 0BR Telephone: 01332 572026 Acting Headteacher: Mr Geoff Wilson

Session times: Mon-Thurs 8.45 – 3:15pm Fri 8:45-2:35pm

| Age Range | Specialism | Open Evening       | Where is uniform available from? | Does the school maintain a waiting list after the first term? |
|-----------|------------|--------------------|----------------------------------|---|
| 11-18     | N/A        | Contact the school | Contact the school               | Yes   |

| Y7 Intake Offers – including appeals allowed |                  |                        |        |     |                     |                        |                |                     |             |           |                      |
|--|------------------|------------------------|--------|-----|---------------------|------------------------|----------------|---------------------|-------------|-----------|----------------------|
| Intake                                       | Admissions Limit | Number of applications | Offers | SEN | Children Look after | Catchment area sibling | Catchment area | Out of area sibling | Out of area | Allocated | Applications refused |
| 2011   | 280              | 332                    | 238    | 0   | 0                   | 53                     | 107            | 9                   | 15          | 54        | 0                    |
| 2012   | 280              | 289                    | 217    | 0   | 0                   | 37                     | 119            | 7                   | 22          | 32        | 0                    |
| 2013   | 280              | 322                    | 198    | 0   | 1                   | 36                     | 101            | 7                   | 39          | 19        | 0                    |
| 2014   | 280              | 360                    | 231    | 0   | 0                   | 3                      | 141            | 0                   | 65          | 22        | 0                    |
| 2015   | 280              | 372                    | 280    | 0   | 0                   | 47                     | 148            | 21                  | 61          | 3         | 0                    |
| 2016   | 280              | 371                    | 280    | 0   | 2                   | 53                     | 111            | 16                  | 76          | 22        | 0                    |

### ***Over subscription criteria***

1. Places will first be allocated to 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see

section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Places will then be allocated to pupils who, at the closing date for applications, are resident within the relevant \*catchment area, whose parents have requested a place at the relevant academy and who, at the time of admission, will have a brother or sister\*\* attending the academy.

3. Places will then be allocated to other pupils who, at the closing date for applications, are resident within the catchment area and whose parents have requested a place at the academy.

4. Places will then be allocated to pupils who are resident outside the relevant catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister\*\* attending the relevant academy.

5. Places will then be allocated to other pupils who are resident outside the catchment area of the relevant academy, whose parents have requested a place at the academy.

\*The proposed new housing development currently known as Holmleigh Way will be included within our catchment area. The development is shown in pink and purple on the revised catchment area maps. The pink shaded area is within Derbyshire and the purple shaded area is within Derby City.

The change relates to new housing only at Holmleigh Way and will not impact on existing Properties.

\*\*brothers and sisters are considered to be those children who live at the same address and:

- have one or both natural parents in common
- are related by a parent's marriage
- are adopted or fostered.

For the purpose of admissions cousins are not classed as brothers or sisters. In categories 1 – 5, when choices have to be made between children satisfying the same criteria, places will be offered to children living nearest to the school, measured by a straight line. The line will be measured from the centre of the home address to the school using the National Ordnance Survey set points.

**Admission Limit:** 280

**Furthest distance offered:** 4.636 miles



# **Shelton Junior School**

## **Determined Admissions Arrangements for 2018 - 2019**

## **ADMISSIONS POLICY**

Our School Admissions Policy states that children are admitted at the age of seven without reference to ability or aptitude. The maximum number of children to be admitted into Year 3 in September 2018 will be 75.

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 give 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<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).
- (2) Children living in the school's normal area as currently defined by the LEA.
- (3) Children having a brother or sister currently attending at the time of admission.
- (4) Children attending Shelton Infant School but living outside the 'normal area' as currently defined by the LEA.
- (5) Children who have medical or social grounds, provided that this is supported by a written statement of evidence from a doctor, social worker or educational welfare officer at the time of the original application.
- (6) Other children on the basis of proximity to school, ie nearest to the school front entrance measured by a straight line.

The closing date for applications is 15<sup>th</sup> January 2018 and parents/carers will be informed of the governors' decision on or around 16<sup>th</sup> April 2018.

Parents have the right of appeal and, where applicable, will be informed of the procedures.

**Within its Admission Procedures the school aims:**

- To give children and parents/carers as much information as possible about Shelton Junior School and the education we provide.
- To make each child's start at school a happy and successful one.
- To begin a partnership between the parents/carers and the school that will be lasting.

# Federation of St James' CE VA Nursery, Infant and Junior Schools



## St James' CE Infant and Junior Schools

### DETERMINED ADMISSIONS POLICY for the academic year 2018/19

Parents/carers wishing their children to be admitted to St James' CE Infant and Junior Schools need to apply directly to the Children and Young People Department, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS for application forms. The Council sends all applications to the School Governors.

#### Our Mission Statement

As a family of schools founded on a community of faith, we provide a respectful, nurturing and happy environment in which a child can grow, learn and encounter God's love in safety. Through working closely as neighbours, we welcome all and together celebrate aspiration and achievement.

#### Our Admission Criteria

The Infant school provides 30 places in Reception/FS2 each year.

The Junior School provides 75 places in Year 3 each year.

When either school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs, where the school is named on 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 67.  
A looked after child is a child who is
  - a) in the care of the local authority, or
  - b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in section 22(1) of the children Act 1989)
2. Additionally, places may be offered (*if available*) to siblings of children already attending our federated school and Rosehill Infant School who will still be at that school at the time of admission of the sibling. For the purposes of this admissions document, siblings are considered to be those children who live at the same address and either
  1. have one or both natural parents in common
  2. are related by a parent's marriage
  3. are adopted or fostered

For the purpose of admissions cousins are not classed as brothers or sisters.

3. Children living within the Walbrook Epiphany ecclesiastical parish.
4. Requests would then be considered from children of parents (who wish their child to have a Church of England school education). Evidence of attendance at one of the Churches Together (see link below) at least once a month for 12 months prior to the application, is to be provided by a priest or minister of religion, representing the church.  
Churches Together are:  
[http://www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)
5. Other children will then be considered for places should these be available.

### **Please Note:**

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until 31<sup>st</sup> January of the following year. If a place becomes available it will be offered to the first pupil on the waiting list irrespective of whether or not any appeals are pending.

Admission to the Nursery does not automatically guarantee a place in the Reception class of St James Infant; similarly admission into the Infant School does not guarantee a place at the Junior School.

Applications of equal strength will be decided on the basis of the distance measured by the local education from the child's main residence to the school. In the event of two children having the same criteria and distance, the child that was on the waiting list first will be admitted.

The closing date for the receipt of applications for admissions shall be the date decided by the Local Authority. Applications received after this date will be considered after on-time applications have been resolved.

Parents will be notified of the Governing Body's decision by the Local Authority.

In cases where the last available place pertains to a single place of residence from which two or more applications have been received, the allocation of places within that place of residence will be made by drawing lots.

Parents who are not successful in obtaining a place for their child in the school have the right to make an appeal to an independent Appeal Panel. Parents who wish to appeal should write to the Chair of Governors (see address below), no later than 2 weeks after the date of the letter refusing a place, requesting an appeal hearing. The Chair of Governors will forward letters of appeal to the Diocesan Board of Education who handle all appeals on behalf of Church of England schools.

### **Deferred and part-time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August). All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the

child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn Term.

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Please send correspondence to the Chair of Governors at:

St James' CE Infant and Nursery School  
Leonard Street  
Derby  
DE23 8EG  
Tel 01332 854985  
admin@stjames.derby.sch.uk

St James' CE VA Junior School  
Reginald Street  
Derby  
DE23 8FQ  
Tel: 01332 854985  
admin@stjamesj.derby.sch.uk



## **Admissions Policy**

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Parents/carers wishing their children to be admitted to St. Peter's School need to apply directly to Children and Young People's Services at Derby City Council, The Council House, Corporation Street, Derby DE1 2FS. The Council sends on all applications to the School Governors.

### **Year 3 Admissions**

The applications must be submitted to Children & Young People's Services at the Council. The Council then submits a list of potential applicants to the school.

The Governors Admissions-Committee will meet to consider all applications and the Council will write to parents about the Governors' decision.

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 considering applications the Governors will, within the planned admission limit of 64, take into consideration the following factors, in order of priority:

1. A 'Looked after Child' or 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.
  - i) Children of regular worshippers\* at the Parish Church of St. Peter who live within the parish
  - ii) Children of regular worshippers\* at the Parish Church of St. Peter who live outside the parish
  - iii) Children of regular worshippers\* at other parish churches where the church has no church-aided schools
  - iv) Children of regular worshippers\* of other Christian denominations who live within St. Peter's Parish, as defined by the Churches Together\*\* for Britain and Ireland.

3. Children who have a brother or sister\*\*\* attending the school in years 3 to 5 at the time of application.
4. Children of parents who reside in the Parish of St. Peter's, Littleover.
5. Children of parents not resident in the Parish, but who are attending Carlyle Infant School at the time of application.
6. Children of parents not resident in the parish of St. Peter's, Littleover.
7. Any other children will then be considered for places should these be available.

All schools have a calculated Net Capacity, which should only change when teaching space within the school is created or reduced. Admission of pupils above the Net Capacity would be prejudicial to the quality of education to existing pupils.

If the Governors have to make a choice between children with cases of equal strength (*category 1 – 5*), 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 entrance on Thornhill Road (DE23 6FZ) using the National Ordnance Survey set points. Note. The 'home address' is the address the child resides in at the time of application and at the time of admission, and in the case of split households, as shown by who receives the Child Benefit.

For category 6 and 7, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 and 7 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 entrance on Thornhill Road (DE23 6FZ) using the National Ordnance Survey set points. Note. The 'home address' is the address the child resides in at the time of application and at the time of admission, and in the case of split households, as shown by who receives the Child Benefit.

**Tie-breaker - 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 Governors reserve the right to refuse or withdraw places offered to children if the parents/carers have been found to provide the school misleading, or false information on their application form to gain entry.

The school returns the list of children accepted according to the above criteria to the Council who then informs both the successful and the unsuccessful applicants. The Council will also inform unsuccessful applicants of their right to appeal.

The Council will keep a waiting list of unsuccessful applications in order of priority ranked by the admission criteria. The waiting list will be maintained until the 31<sup>st</sup> January of the following year.

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **In Year Applications**

The Council deals with applications for places received after the relevant allocation date for pupils entering Year 3, and those children applying for a place in Years 4, 5 and 6. If the number of pupils in a year group is below the Net Capacity the pupil must be admitted (unless the pupil concerned has been permanently excluded from two or more schools). If, however, the number of existing pupils in the year group concerned is at or above the Net Capacity the pupil should not be admitted, and parents must be informed of their right to appeal.

### **Appeals**

Within 20 school days of receiving a letter of refusal the parent/carer has the right to appeal. Parents/Carer wishing to appeal against the Governors refusal to admit a child should write in the first instance to:-

The Chair of Governors  
St. Peter's C.E. (Aided) Junior School  
Thornhill Road  
Littleover  
Derby  
DE23 6FZ

On receiving an appeal to the Governors decision, the case notes and all correspondence will be forwarded to the Diocesan Director of Education and

arrangements will then be made for an independent panel to consider the appeal.

The independent panel will hear evidence from the school and the parents/carers of the child. They will then make a binding decision and inform both parties in writing. If the appeal is upheld, the school must make arrangements to admit the child with no undue delay.

### **St. Peter's School Catchment area is designated to be:-**

#### The Northern Boundary

Extends along the south side of the A5250 (Burton Road, Pastures Hill and Rykneld Road), from the Warwick Avenue traffic lights down as far as Rykneld Way.

#### The Eastern Boundary

Includes the area outside the A5111 Derby Ring Road from the Burton Road, Warwick Avenue traffic lights down to Valley Road only, and follows through to the Northern boundary of Ridgeway Infant School.

#### The Southern Boundary

Extends from Field Rise and includes part of Moorways farm, part of Prize farm and part of Hill Pastures farm.

#### The Western Boundary

Extends from Halls Pastures farm to Rykneld Way at the bottom of Rykneld Road.

A map is available from school if clarification of the catchment area is needed.

\* Regular worshippers: This means one parent/carer attending at least once a month for at least the 12 months prior to application, a Priest or Minister must confirm this in writing.

\*\* Churches Together in England are:

- The Baptist Union of Great Britain
- Council of African and Afro-Caribbean Churches
- Church of Scotland Congregational Federation
- Council of Oriental Orthodox Churches
- Free Churches' Council
- Independent Methodist Churches
- New Testament Assembly

Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
Religious Society of Friends  
Church of England  
Salvation Army  
Methodist Church  
Moravian Church  
Greek Orthodox Church  
Roman Catholic Church  
Wesleyan Holiness Church  
Ichthus Christian Fellowship  
Russian Orthodox Church

\*\*\* For the purposes of admissions, we class a brother or sister as having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. A brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

**St. Werburgh's CE (Aided) Primary School**  
**DETERMINED ADMISSIONS POLICY**  
**2018/19**

**1. The Context**

St. Werburgh's C of E (VA) Primary School Spondon VA Schools is its own Admission Authority. It is the duty of the Governing Body to draw up and implement both the Admission Policy and Over-Subscription Criteria.

In all cases, initial admissions into St. Werburgh's C of E Primary School will be via the Local Authority's Centralised Admission System.

In other cases, admissions are a matter for the Governing Body.

**2. Guiding Principles**

All matters pertaining to the Admission of children and young people to St. Werburgh's Church of England School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

**3. Net capacity and Planned Admission Numbers**

Net Capacity denotes the theoretical maximum number of children, which can be accommodated in the school building. All schools have a calculated Net Capacity, which should only change when teaching space within the school is created or reduced. The current Net Capacity of St. Werburgh's school is 315.

Planned Admission Numbers are usually derived from the Net Capacity by dividing it by the number of year groups catered for. The School will admit pupils up to the PAN in each and every year group. The PAN of our school is 45.

The setting of a PAN automatically implies that the admission of pupils above that number would be prejudicial to the quality of education provided to existing pupils.

**4. Local Authority Centralised Admissions Systems**

All applications for admissions to St. Werburgh's Primary School must be made via the Local Authority's Centralised Admissions System. Parents must complete and return the LA Application Form and Derby City Faith schools Supplementary Application Form as St. Werburgh's Primary School takes account of faith matters in implementing its Over-subscription Criteria. The Local Authority will submit a list of potential applicants to the

school. The Governors will then rank these under the School's over subscription criteria, taking account of any supplementary application forms and/or supporting evidence received. The ranked list is then returned to the LA. Once the LA has received all relevant information places are offered and the school is informed. The LA will inform unsuccessful applicants of their right to appeal.

## **5. In Year Applications**

The Local Authority deals with applications for places received after the relevant allocation date for pupils in the first year of statutory education provided by the school and at any time for pupils in other school years. If the number of pupils in a year group is below Planned Admission Number, the pupil will be admitted unless the pupil concerned has been permanently excluded from two or more schools. If, however, the number of pupils in the year group concerned is at or above PAN (even if there are "spaces" in other year groups) the pupil cannot be admitted, but the parents will be informed of their right to appeal.

## **6. Deferred and part-time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Head Teacher at the earliest opportunity and before the start of the Autumn term.

## **7. Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **8. Appeals**

In all Aided Schools, an independent panel should hear Admissions Appeals. The Derby Diocesan Board of Education will arrange appeal hearings for St.Werburgh's Church of England Aided School. Parents should submit their appeal letter as quickly as possible and this should

then be forwarded to the DDBE, who will arrange a hearing within six school weeks.

Appeal hearings will have two distinct elements. Firstly, the Panel will determine whether or not the school has acted properly in refusing to admit (i.e. that the year group concerned is “full” in terms of its PAN and that over subscription criteria have been fairly applied). Secondly, the panel will hear evidence from the school as to why the admission of additional pupils would be prejudicial to the education of existing pupils (issues of space, resources and staffing) and from the parents as to why their case for admission should override the prejudice. The schools will submit its case in writing and be represented at the hearing. The panel will then make a binding decision and inform both parties in writing. If the appeal is upheld, the School will make arrangements to admit the child with no undue delay.

## **9. Over subscription Criteria**

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

- A 'looked after child'(a) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- Children who will have a sibling (b) attending the school at the time of the proposed admission
- Children whose parents are regular worshippers\*\* at St.Werburgh's Parish Church, Spondon, Derby and who can support their application with a letter of confirmation from the Parish Priest or Children whose parents are regular worshippers at Spondon Methodist Church, Spondon, Derby and can support their application with a letter of confirmation from the ordained Methodist Minister.
- Children resident within the Ecclesiastical Parish of St.Werburgh's Spondon. (c)
- Children whose parents are regular worshippers at another Anglican Parish Church and who can support their application with a letter of confirmation from the Parish Priest.
- Other children.

In the case of a tie, priority will be given to the child living nearer to the school, measured by a straight line from the centre of the dwelling concerned to the school.

(a) A looked after child is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions.

(b) 'Sibling' means: Children who have one or both natural parents in common.  
Children who are related by a parent's marriage.  
An adopted or fostered child.

(c) 'Resident' means that the child's ordinary place of residence is a residential property at which the person or persons with parental responsibility is/are living at the time that the application for the school place is made.

\*\* 'regular worshipper' is defined as regular attendance (i.e. at least once a month) at the main Sunday service (Parish Mass) from the September of the year previous to the application; for an application being submitted in Autumn 2016 for entry in September 2017, confirmation of parental attendance from September 2015 would be required.

Attendance at mid-week activity clubs, Messy Church or Children's Church on other days does not qualify.

Where a family has recently moved into the parish, a letter is required from the parish Priest or the ordained Methodist Minister of their previous parish or Church, confirming regular attendance against the above criteria.

# Walter Evans C of E Voluntary Aided Primary and Nursery School



## Admission arrangements for entry during the school year 2018/19

### 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 2018/19 academic year |                            |
|------------------------------------|----------------------------|
| Year Group                         | Published admission number |
| Reception                          | 60                         |
| Year 1                             | 60                         |
| Year 2                             | 60                         |
| Year 3                             | 60                         |
| Year 4                             | 60                         |
| Year 5                             | 43                         |
| Year 6                             | 43                         |

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 will have a brother or a sister\* attending the school at the time of their admission.

3. Children living within the ecclesiastical parish of St Matthew's, Darley Abbey.
4. 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.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place before the deadline date. If there is more than one late application, Criteria 1 – 5 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 2 – 6, 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.

SEN – 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 2016

# **West Park School**

## **Determined Admissions Criteria 2018/2019**

### **The admission limit of the school will be 260.**

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.
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).

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.



## **Wyndham Primary Academy DETERMINED ADMISSION ARRANGEMENTS – 2018/2019**

The Published Admission Number (PAN) at Wyndham Primary Academy is 60 pupils per year group.

### **Special consideration for all year groups**

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The school's Admissions 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.

**In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.**

### **Reception – admission oversubscription criteria**

1. Children who are looked after by a Local Authority –including previously looked after children
2. Children who live in 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
3. Children who live outside the catchment area and who at the time of admission will have a brother or sister attending the school
4. Other children who live in the catchment area at the closing date for applications
5. Other children who live outside the catchment area

Attending school is taken to be on roll at a school for the purposes of admissions.

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

the event that two distances remain equal, lots will be drawn by a person independent of the school.

### **In Year Applications**

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

Definitions:

### **Looked After Children and Previously Looked After Children**

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 residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. 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).

### **Home Address**

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent's address may be used. \*\* In the case of split households the 'home address' is the address of the primary carer of the child, as shown by who received child benefit.

Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

### **Parents**

For school admissions the school will consider the following as parents:

- the mother of the child
- an adoptive parent
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- any other person who has acquired 'parental responsibility through the courts

## **Siblings**

For school admissions the school will consider the following as sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- step children or children who are not related but live as a family unit, where parents both live at the same address as the child.

Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

## **Waiting lists**

**During a normal admissions round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.

- Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated
- Priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received. Waiting lists are maintained throughout the year in partnership with Derby City Council. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

Late applications received will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances.

Any applications received will be processed in line with DCC's scheme.

## **Admission Appeals**

Wyndham Primary Academy is responsible for determining its own admissions and appeals arrangements. If your child is not allocated a place then you have a statutory right of appeal, appeals should be lodged within 20 school days of the outcome of your application. Currently, appeals received are forwarded to an Independent Appeal Clerk who makes all the necessary arrangements for the Appeal to be heard by an Independent Appeals Panel within the required timelines. The appeals timetable will be published on the school website. Appeals will begin from June onwards.

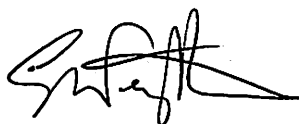
## **False information**

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn.
3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

## **Fair Access Protocol**

Derby City Council operates a Fair Access Protocol to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

Wyndham Primary Academy participates in Derby City Council's Fair Access Protocol.

  
CHAIR OF GOVERNORS

6/10/16.