Consultation on Admission Arrangements for School Entry in 2021-2022
**Important Information**  
**Requirements of the Consultation on Admission Arrangements**

Admission Authorities must set (determine) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements (except where the change is an increase to a school’s published admission number, or is made to comply with mandatory requirements of the School Admissions Code).

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

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

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

<table>
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<tr>
<th>School Name</th>
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<tr>
<td>Akaal Primary School</td>
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<td>Da Vinci Academy</td>
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<td>Derby Moor Academy</td>
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<td>Derby City Community and Voluntary Controlled Schools</td>
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<td>Derwent Primary School</td>
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<td>Hardwick Primary School</td>
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<td>Landau Forte College</td>
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<td>Lees Brook Academy</td>
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<td>Merrill Academy</td>
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<td>Shelton Junior School</td>
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<td>St Chads CE Primary School</td>
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<td>St Peters CE Primary School</td>
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<td>Walter Evans CE Primary and Nursery School</td>
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<td>West Park</td>
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Comments are invited on Derby City’s admission arrangements for community and voluntary controlled schools. The best way to respond is by completing the online form or by emailing admissions@derby.gov.uk with “Consultation 2021-2022” in the subject header. Alternatively, you can write to School Admissions Manager, Children and Young People, The Council House Corporation Street, Derby DE1 2FS

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

The closing date for responses to this consultation is 23 November 2019.

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

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<tr>
<th>Derby Cathedral School</th>
<th>St James’ CofE Infant School</th>
<th>St James’ CofE Junior School</th>
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<tr>
<td>The Bemrose School</td>
<td>Catholic Schools (Saint Benedict, St Joseph’s Primary, St Albans Primary, St Mary’s Primary, St John Fisher Primary, St George Primary)</td>
<td>The Harmony Trust Schools (Reigate Primary, Cavendish Close Junior, Lakeside Primary School, Ashcroft Primary, Carlyle Infant School, Cottons Farm Primary, Village Primary)</td>
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<tr>
<th>Odyssey Collaborative Trust (Oakwood Junior, Portway Junior, Springfield Primary, Borrow Wood Primary, Asterdale Primary, Beaufort Primary)</th>
<th>Firs Primary School</th>
<th>Wyndham Primary Academy</th>
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<tr>
<td>Zaytouna Primary School</td>
<td>Grampian Primary Academy</td>
<td>Murray Park School</td>
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The following schools have not confirmed to the Local Authority whether or not they are changing their existing arrangements.

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<tr>
<th>Allenton Primary School</th>
<th>Griffe Field Primary School</th>
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<tr>
<td>Allestree Woodlands</td>
<td>Homefields Primary School</td>
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<tr>
<td>Arboretum Primary School</td>
<td>Landau Forte Moorhead</td>
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<tr>
<td>Ashwood Spencer Academy</td>
<td>Pear Tree Junior</td>
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<tr>
<td>Chellaston Academy</td>
<td>Ravensdale Junior School</td>
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<tr>
<td>Bishop Lonsdale CE (Aided) Primary</td>
<td>St. Werburghs CE (Aided) Primary</td>
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<tr>
<td>Chellaston Infant School</td>
<td>City of Derby Academy</td>
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<td>Breadsall Hill Top Primary</td>
<td>Cherry Tree Hill Primary School</td>
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<tr>
<td>Brookfield Primary School</td>
<td>Chellaston Junior</td>
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<td>Chaddesden Park Primary School</td>
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Dear Sir / Madam

Consultation on the admission arrangements at the Akaal Primary School

The Akaal Academy Trust Derby is the admission authority for the Akaal Primary School. The trust is proposing two changes to the admission arrangements for 2021 and I am writing to you to inform you of this and to invite any comments you may wish to make.

The consultation period starts on Monday 7 October and you should respond by Monday 18 November 2019.

Please email any comments to consultation@akaalprimaryschool.org or send them by post to me at the address above.

The proposed changes

The Trust intends to introduce an additional criterion giving priority to the children of staff employed at the academy for more than two years, and to the children of staff recruited to vacant posts that are hard to fill. This is to support recruitment and retention of staff and is likely to apply to very few cases in any year.

The proposed criterion complies with the statutory guidance in the School Admissions Code.

All other oversubscription criteria will remain the same, although you are welcome to comment on any aspect of the proposed arrangements.

The trust also intends to streamline the confirmation of a child’s faith by using the supplementary form itself, instead of requiring a separate letter from a Gurdwara. This will not affect the likelihood of a child obtaining a place at the school.

The full proposed admission arrangements can be found at www akaalprimaryschool.org or can be obtained from the school by telephoning 01332 499 011.

Yours sincerely

Steve Arundel
Clerk to the Trust
Determined Admission Arrangements 2021-2022

Da Vinci Academy is an 11-16 mixed gender academy with around 650 students. New state of the art buildings were opened in 2006 and we have outstanding facilities that are very hard to match. In May 2017 we joined the L.E.A.D. Multi-Academy Trust and together we have a strong and clear vision - to be the best that we can be and to deliver outstanding education to young people. This is what we all firmly believe in and strive to achieve at all times.

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

At Da Vinci our mission is One Team, Changing Worlds. To support this, we have our purpose where all Aspire, Believe, Learn, Achieve and our values are that of the L.E.A.D. Academy Trust, Lead, Empower, Achieve, Drive. Our mission, purpose and values resonate through all that we do.

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

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

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

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

(3) Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the schools at the time of admission

(4) Other children living in the catchment area at the time of application for admission. Where this is the case, the Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date.

(5) Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission

(6) Other children whose parents have requested a place

(7) Children whose parents did not request a place by 31 October 2020

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 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 to the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points.

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

**Admission Limit = 150**

We look forward to welcoming you to our school.

Determined by Governors:

Signed by Chair of Governors:
DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR INFANT, JUNIOR, PRIMARY AND SECONDARY SCHOOLS
2021 – 2022

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1. Introduction

1.1 This scheme for admission to infant, junior, primary and secondary schools is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an ‘in-year’ applicant.

1.2 The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications are made through one body.

1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary controlled, voluntary aided, trust, foundation, academies and free schools, the neighbouring local authority of Derbyshire and any other applicable local authority.

1.4 Derby City Council will be the only body to transmit an offer on behalf of all other admission authorities to a Derby resident of a single place at any infant, junior, primary or secondary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.

1.5 The scheme’s admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust, foundation and free schools to set and apply their own admission arrangements.

1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

2. Applying for a school place

2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, using the common application form, or by telephone to the Local Authority.

2.2 Reception intake and junior transfer - parents of children attending Derby schools will receive information on how to submit their application form via their child’s nursery, infant or primary school on or around 05 November 2020.

2.3 Secondary transfer - parents of children attending Derby schools will receive information on how to submit their application form via their child’s primary/junior school at the beginning of Year 6.

2.4 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance.
2.5 Parents can state preferences for any combination of the following schools:
   - Community
   - Voluntary Aided
   - Voluntary Controlled
   - Foundation
   - Academy
   - Trust
   - Free

2.6 Parents are invited to state three preferences for primary and junior transfer and four preferences for secondary transfer online; on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.

2.7 Parents will apply direct to their home authority.

2.8 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 15 January 2021. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes may result in an ‘on-time’ application being reclassified as a ‘late’ application.

2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2020. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes may result in an ‘on-time’ application being reclassified as a ‘late’ application.

3 **The offer of a place**

3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2021. Parents who applied online will also be able to view the decision online on 16 April 2021 by logging into their account.

3.2 **Secondary transfer** - parents will be sent a letter by second class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 1 March 2021. Parents who applied online will also be able to view the decision online on 1 March 2021 by logging into their account.

4 **Applications outside of the normal admission round**

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

4.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.

4.4 The offer of a place at any maintained Derby City school (excluding Free Schools and Landau Forte Secondary College) will be made by Derby City Council on behalf of the admission authority concerned.

4.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.

4.6 There are some cases when a school may refuse admission even if it has places available. These are:
   - twice permanently excluded children within two years of the last exclusion
   - children with challenging behaviour making in-year admissions. Schools must refer this to the local authority to be dealt with under the Fair Access Protocol.

5 Right of Appeal

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

6 Late applications

6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.

6.2 Places will be allocated where no application has been received after those who have made late applications.

6.3 Parents will not be allowed to change their preferences after the relevant national closing date, unless they have moved address into a different catchment area, or have had a house move fall through for which documentary evidence may be required.
7 Waiting lists

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

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

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

8 Information required by voluntary aided and free schools

8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.

8.2 In addition to the common application form each voluntary aided or free school may have their own supplementary information form for prospective applicants to complete. Details are provided in the school’s own prospectus and these forms are to be returned direct to the schools.

8.3 These supplementary forms are not application forms for admission to voluntary aided or free schools. The forms are considered an important part of the admission process as they are essential to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.

8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:

(a) **All applications** - obtain a copy of the supplementary information form from the school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack;

(b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by the 15 January 2021; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2021.
(c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2020; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 October 2020.

8.5 The supplementary information provided by parents will be used by the school in applying their admission criteria. This information is in addition to the standard information supplied on the Common Application Form.

8.6 Where the required supplementary information form is not submitted to the school in support of the Common Application Form, it may affect the consideration of the preference expressed by the governing body of that school.

8.7 The completion and return of the supplementary information form does not guarantee a place at the school.

9 **Fraudulent or Misleading Applications.**

9.1 All cases of potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied for.

9.2 The minimum original documentation required to determine residency will be end of tenancy or proof of sale of the original property, tenancy agreement or proof of purchase of the new property, for example a solicitor’s letter about the completion of the sale and the exchange of contracts.

9.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party.

9.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence which can include ad-hoc visits to the properties in question.

9.5 Those found to have submitted a fraudulent or misleading application will have their offer withdrawn and be advised of the right of appeal against the decision. If a child has already started a school and it then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the ‘sibling link’ criteria.
10 Changing Address

10.1 If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address.

10.2 If a child moves after the closing date but before the offers have been made, The Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day we will update the address for waiting list purposes if we haven’t been able to offer you your preferred school.

10.3 If a child changes address after the National Offer Day, and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

11 Fair Access Protocol

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

12 Placement of pupils out of their chronological age group

12.1 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

12.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

12.3 All parents can request that the date their child’s admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and can also request that their child takes up a place part-time until the child reaches compulsory school age. Such requests will be considered in consultation with the school and/or the Local Authority.

12.4 IMPORTANT the year group with which a child is taught has implications for a child’s social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to secondary, to post 16 and to higher education; for the timing of public
examinations; and for the stage in the child’s education at which he or she reaches the end of compulsory school age.

12.5 **Summer born children** - The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. *(A child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August).* For summer born children this could be a full school year (into Year 1) after the point at which they could first be admitted.

12.6 For summer born children starting school parents can request that their child attends part-time until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. *(All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely).*

12.7 Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

12.8 **Delayed entry into reception class for summer born children** - where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, *they must put this request in writing to us during the normal admissions round (05 November 2020 to 15 January 2021).* All requests for summer born children to have delayed entry will be agreed.

12.9 **Placement of children above/ below their chronological age group – Secondary - above** - consideration of exceptional circumstances for placement of pupils above their chronological age group may be applied where the pupil demonstrates exceptional intellectual interests, skills and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group. *At a minimum they have achieved exceptional levels in *all* areas of the National Curriculum.

12.10 **Below** - a child ceases to be of compulsory school age on the last Friday of June in the year they become 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of
compulsory school age during the school year in which most children will take their GCSE examinations.

12.11 **Secondary Transfer** – it will be for the admissions authority of the secondary school to decide whether to admit the child out of their normal age group

12.12 **Next Steps** - The local authority and head teacher of the school concerned should carefully consider all determining factors of each case before making a recommendation for early/delayed admission/transfer. For a child with Special Educational Needs it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.

12.13 For children with a Statement of Special Educational Needs (SEN) or Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEN or EHCP.

*Supporting documentation from professionals involved may be required

13 **Further information on School Admissions**

13.1 **School Leaving Age** the government has changed the law so that all young people are required to continue in education or training until the end of the academic year in which they will turn 18. Young people will have a choice about how they do this. It could be through full time education in school or college, an apprenticeship or full time employment combined with part time education. The school leaving age (referred to in paragraph 11.12) will remain the same.

13.2 Derby City Council, Children and Young People, School Admissions Section, The Council House, Corporation Street, Derby, DE1 2FS Tel: 01332 642724 Email: Admissions@derby.gov.uk

13.3 Visit the website at www.derby.gov.uk/admissions to access further information, useful forms and the Admissions Handbooks.

13.4 The School Admissions Code 2014


13.5 The School Admission Appeals Code 2012


13.6 DfE advice on the admission of summer born children


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

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

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

2. Children who appear to Derby City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

3. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.

4. Other children living in the catchment area.

5. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.

6. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.

7. Other children whose parents have requested a place.

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

Tie-breaker

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

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2021/22 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/admissions

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

Definition of a brother or sister is having one or both natural parents in common, are related by a parent’s marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The ‘sibling link’ will not apply where the place of the sibling at the school in question was obtained by fraudulent means.
Closing dates for applications:
31 October 2020 (Secondary)
15 January 2021 (Primary)
Littleover Community School - Applying for places at Sixth Form

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

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

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

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

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

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

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

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

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.
**Annex 2**

**Definition of an unplaced child**

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

a) Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education;

b) Children who have been out of education for two months or more;

c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;

d) Children who are carers;

e) Children who are homeless;

f) Children with unsupportive family backgrounds for whom a place has not been sought and;

g) Children with Special Educational Needs, disabilities or medical conditions but do not have a Statement of Special Educational Need.

**Note:**
A child will **not** be considered unplaced if the Council has allocated a school place within the normal admissions round, or is able to offer a school place within a reasonable distance outside of the normal admissions round.
### Annex 3

#### Published Admission Numbers (PAN's) 2021-2022

<table>
<thead>
<tr>
<th>Schools</th>
<th>Published Admission Number</th>
<th>Number of Nursery places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvaston Infant and Nursery</td>
<td>90</td>
<td>26</td>
</tr>
<tr>
<td>Arboretum Primary</td>
<td>75</td>
<td>39</td>
</tr>
<tr>
<td>Ashgate Primary</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Beaufort Community Primary</td>
<td>60</td>
<td>52</td>
</tr>
<tr>
<td>Becket Primary</td>
<td>30</td>
<td>26</td>
</tr>
<tr>
<td>Borrow Wood Primary</td>
<td>60</td>
<td>26</td>
</tr>
<tr>
<td>Brackensdale Primary School — Enhanced Resource School</td>
<td>60</td>
<td>26</td>
</tr>
<tr>
<td>Brookfield Primary</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>Carlyle Infant</td>
<td>60</td>
<td>26</td>
</tr>
<tr>
<td>Cavendish Close Infant</td>
<td>90</td>
<td>39</td>
</tr>
<tr>
<td>Chelilaston Infant</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Cherry Tree Hill</td>
<td>90</td>
<td>26</td>
</tr>
<tr>
<td>Dale Community Primary</td>
<td>75 KS1 / 81 KS2</td>
<td></td>
</tr>
<tr>
<td>Gayton Community Junior</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Homefields Primary</td>
<td>45</td>
<td>26</td>
</tr>
<tr>
<td>Lawn Primary</td>
<td>64</td>
<td></td>
</tr>
<tr>
<td>Littleover Community School</td>
<td>295</td>
<td></td>
</tr>
<tr>
<td>Markeaton Primary – Enhanced Resource School</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Meadow Farm Community Primary</td>
<td>30</td>
<td>26</td>
</tr>
<tr>
<td>Micklever Primary</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Oakwood Infant</td>
<td>90</td>
<td>39</td>
</tr>
<tr>
<td>Oakwood Junior</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Parkview Primary</td>
<td>30</td>
<td>26</td>
</tr>
<tr>
<td>Pear Tree Infant</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Portway Infant</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Portway Junior</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Ravensdale Infant</td>
<td>90</td>
<td>30</td>
</tr>
<tr>
<td>Ravensdale Junior</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Redwood Primary</td>
<td>90</td>
<td>50</td>
</tr>
<tr>
<td>Ridgeway Infant</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Roe Farm Primary</td>
<td>60</td>
<td>52</td>
</tr>
<tr>
<td>Rosehill Infant and Nursery</td>
<td>50</td>
<td>39</td>
</tr>
<tr>
<td>Shelton Infant</td>
<td>70</td>
<td>26</td>
</tr>
<tr>
<td>Silverhill Primary</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Springfield Primary</td>
<td>45 (year 4, 5 and 6 33)</td>
<td></td>
</tr>
<tr>
<td>Wren Park Primary</td>
<td>54</td>
<td></td>
</tr>
</tbody>
</table>
### Derby City Co-ordinated Admissions Scheme – Intake Timetable 2021-2022

<table>
<thead>
<tr>
<th>Action</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available from</td>
<td>05 November 2019</td>
<td>09 September 2019</td>
</tr>
<tr>
<td>Closing date for applications</td>
<td>15 January 2020</td>
<td>31 October 2019</td>
</tr>
<tr>
<td>Application exchange with other local authorities</td>
<td>23 January 2020</td>
<td>15 November 2019</td>
</tr>
<tr>
<td>Confirmation to own admission authority schools of all applications available</td>
<td>15 February 2020</td>
<td>28 November 2019</td>
</tr>
<tr>
<td>Own admissions authority schools confirmed ranking completed</td>
<td>06 March 2020</td>
<td>16 December 2019</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; offer exchange with other local authorities</td>
<td>13 March 2020</td>
<td>06 January 2020</td>
</tr>
<tr>
<td>Final offer exchange with other local authorities</td>
<td>27 March 2020</td>
<td>10 February 2020</td>
</tr>
<tr>
<td>Allocations complete</td>
<td>04 April 2020</td>
<td>17 February 2020</td>
</tr>
<tr>
<td>National Offer date</td>
<td>16 April 2020</td>
<td>02 March 2020</td>
</tr>
<tr>
<td>Closing date for appeals</td>
<td>03 June 2020</td>
<td>17 April 2020</td>
</tr>
<tr>
<td>Community and Voluntary Controlled schools waiting list maintained until</td>
<td>16 June 2021</td>
<td>16 June 2021</td>
</tr>
</tbody>
</table>
## Derby City Council – School Admission Appeals Timetable 2021-2022

### Secondary School Appeals

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Offer date for Secondary Schools</td>
<td>Monday 02 March 2020</td>
</tr>
<tr>
<td>Closing date for Littleover Community School Appeals, Derby Moor Community School Appeals and The Bemrose School (Secondary) Appeals</td>
<td>Friday 17 April 2020</td>
</tr>
<tr>
<td>NB: for details of appeal closing dates for all other secondary schools please contact the school directly</td>
<td></td>
</tr>
<tr>
<td>Littleover Community School Stage 1 Presentation</td>
<td>Monday 11 May 2020</td>
</tr>
<tr>
<td>Littleover Community School Stage 2 appeals</td>
<td>Monday 11 May 2020 – Friday 15 May 2020</td>
</tr>
</tbody>
</table>

### Primary School Appeals

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>National offer date for all Infant/Junior and Primary Schools</td>
<td>Thursday 16 April 2020</td>
</tr>
<tr>
<td>Closing date for all Infant, Junior and Primary school appeals for Community or Voluntary Controlled Schools.</td>
<td>Wednesday 03 June 2020</td>
</tr>
<tr>
<td>NB: for details of appeal closure dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly</td>
<td></td>
</tr>
<tr>
<td>Infant/Junior and Primary School appeal hearing dates for Community or Voluntary Controlled Schools.</td>
<td>Monday 22 – Friday 26 June 2020</td>
</tr>
<tr>
<td>w/c 29 June 2020</td>
<td></td>
</tr>
<tr>
<td>w/c 6 July 2020</td>
<td></td>
</tr>
<tr>
<td>w/c 13 July 2020</td>
<td></td>
</tr>
<tr>
<td>w/c 20 July 2020</td>
<td></td>
</tr>
<tr>
<td>NB: for details of appeal dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly</td>
<td></td>
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</table>
Policy Title: Determined Admissions Policy
(for Academic Year 2021-22)

Author: Mrs C. Bhundia

Ratified by the Governing Body: 23rd September 2019

Next review due: Summer Term 2020 (for Academic Year 2022-23)
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Introduction
The school is a Trust School and therefore responsible for setting its own admission requirements and in common with state schools throughout the country, the school is part of a Coordinated Local Admission scheme; details are provided below.

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

Although there are minor variations in practice across the country, each Local Authority (LA) Area shares the following common features:
- A single application form covers application to all state secondary schools;
- Parents can express at least 3 school preferences;
- A child will receive only one offer of a school place.

Policy and Numbers
Pupils will be admitted into Year 7 without reference to ability or aptitude. The published admission number for Year 7, 8 and 9 for the year commencing 1 September 2021 will be 300. For Years 10-11 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 Academy. Derby City Council, the Admission Authority, must meet a parental request as long as it does not create overcrowding within the school.

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

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

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

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

How places are offered
For admission into Year 7 September 2019, the LA, on behalf of the Governing Body, will offer places to 300 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 300 applications are received, the oversubscription criteria will be applied to determine priority for places.
The Ranking Stage
When you complete the Common Application Form you will be asked to rank your preferred schools in the order of your preference (most local authorities ask for 3 preferences; some allow more).

Every admitting authority must consider each expressed preference equally, regardless of whether the school was placed first, second, third etc. This means that for every school named on the form, the child is ranked against other children by applying the schools published school admissions priority criteria to each child’s particular circumstances. The priority is not influenced by the school preferences order expressed on the Common Application Form.

The Allocation Stage
Allocation of school is made by the Local Authority up to the prescribed number of places available at each individual school. The places are allocated in the order that children appear on the eligible list. If a child is on the eligible list for one or more schools, then the child is allocated to the school for which the parent expressed the highest preference.

If the child is not on the eligible list of a 'preferred' school, then the child will be placed by the Local Authority at the nearest appropriate school with a place available. The Local Authority will post notification of allocation on 1 March 2021, (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. 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 or Catchment Area served by the school and have siblings (brothers or sisters) of compulsory school age 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 siblings (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.

1 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.

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

3 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 2021. 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 Academy. Derby Moor Academy itself will not maintain a Waiting List.

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

How to apply for places in Years 8, 9, 10 and 11
All applications for a place at Derby Moor Academy must be made directly to the Derby City Council Admissions Section, using the Co-ordinated Admission Scheme.

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

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 6th form of Derby Moor Academy each academic year varies depending on the number of Year 11 we think will remain at Derby Moor Academy.

Typically we take between ten and twenty external candidates. Entry requirements are as follows:
   a. The course required is available
   b. Space is available in the subject groups at the selected examination level.
   c. The candidate meets the course requirements of the particular course. Entry requirement details are given in the 6th Form Prospectus.

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

In the event of over-subscription of candidates meeting the general and specific requirements for entry to particular courses, any surplus places after allocation 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 Academy you have the right to appeal to an independent Appeal Panel. This is your opportunity to explain your reasons for wanting to send your child to the school and the independent Appeals Panel will decide if those reasons are strong enough to overturn the decision of the Admission Authority for the school.

**How do I appeal?**
You should complete the Appeal Against an Admissions Decision form and return it to the address shown by 31 March 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

**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 election 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 Academy Trust is a non-selective authority therefore such information is not
necessary.

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

What happens at the hearing?
The hearing will be as informal as possible but will follow a set procedure.

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

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

Step Two:
If the panel decides there was good reason for turning down your application, you will still have the chance
to state why you are appealing against the decision. You will be able to:
  o explain why you believe that the school would be the best place for your child;
  o tell the panel about any special circumstances that might justify your child being awarded a
place;
  o 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

Derby Moor Academy
Determined Admissions Policy (Academic Year 2021-22)
The overall procedure, practices and oversubscription criteria used in deciding allocation of school places.

**Appeal panel**
An independent panel who hears appeals against admissions decisions.

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

**Children in care (looked after children)**
Children who are in the care of local authorities.

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

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

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

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

**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.
Appeal against Admission Decision
To be completed by the parent or carer

Child’s first name(s): ………………………………. Family name: ………………………………………………
Child’s date of birth: ………………………………. Name(s) of parent(s) or carer(s):
Contact address: ……………………………………… Title: …… Name: …………………………………………..
Contact telephone: …………………………………… Contact telephone: ……………………………………
Postcode: …………………………………………. Title: …… Name: …………………………………………..
Contact telephone: ……………………………………
Email address: ………………………………………..

School currently or previously attended: …………………………………………………………………………..

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Secondary School</th>
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<tbody>
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</table>

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

I wish to appeal against the decision not to offer my child a place at ……………………………………….. School because …………………………………………………………………………………………………………………
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Please continue overleaf if required. Please turn over

Received by Admissions
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? .................................................................

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

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

Please return this form to:

Clerk to the Admission Appeal Panel Derby Moor
Academy Moorway Lane
Littleover Derby
DE23 2FS
Tel: 01332 772706
Fax: 01332 776460
E-mail: info@derbymoor.derby.sch.uk

Date of your allocation/refusal letter: .................................
### EQUALITY IMPACT ASSESSMENT POLICY CHECKLIST

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Promote equal opportunities</th>
<th>Get rid of discrimination</th>
<th>Get rid of harassment</th>
<th>Promote good community relations</th>
<th>Promote positive attitudes</th>
<th>Promote/ protect human rights</th>
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</table>

#### How is the policy likely to have a significant positive impact on equality by reducing inequalities that already exist?
All potential students will have the opportunity to apply to Derby Moor Academy without discrimination. All potential students who apply will be subject to the criteria as discussed within the policy so eliminating any possibility of potential students not being admitted on unfair grounds.

#### Could the policy have a significant negative impact on equality in relation to each of the following groups or characteristics?
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.

---

**Equality Impact Assessment of DMA Policy**

**Title of Policy**
Determined Admissions Policy

**PART 1**
Positive Impact – reducing inequalities

**Statutory duty/equality legislation:** Equality Impact Assessment undertaken or is satisfied.

**D** = Disability, **GA** = Gender reassignment, **P** = Pregnancy & Maternity, **R** = Race, **R/B** = Religion or Belief, **S** = Sex, **SO** = Sexual Orientation, **A** = Age, **M/CP** = Marriage and Civil Partnerships

**Records**

**Name of person responsible for policy**
Catherine Bhundia

**Date of EIA of Policy**
12/09/18

---

*A = Age, M/CP = Marriage and Civil Partnerships – applies in respect of employment framework policies*
### Equality Impact Assessment of DMA Policy

#### PART 2

<table>
<thead>
<tr>
<th>Statutory duty/equality legislation: Equality Impact Assessment undertaken or is satisfied.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$D = \text{Disability}, GA = \text{Gender reassignment}, P = \text{Pregnancy \&amp; Maternity}, R = \text{Race}, R/B = \text{Religion or Belief}, S = \text{Sex}, SO = \text{Sexual Orientation}, A = \text{Age}, M/CP = \text{Marriage and Civil Partnerships}$</td>
</tr>
</tbody>
</table>

**Evidence**

What is the evidence for your answers above? (list any quantitative and qualitative)

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.

Any parent who is unsuccessful at gaining a place at Derby Moor Academy for their child is able to appeal to an independent appeals panel in order to attain a school place.

---

### Equality Impact Assessment of DMA Policy

#### PART 3

**Summary of findings**

Current findings would suggest that procedures are robust and no individual/s or discriminated against.

---

### Equality Impact Assessment of DMA Policy

#### PART 4

<table>
<thead>
<tr>
<th>Category</th>
<th>Actions</th>
<th>Target Date</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Steps – Action Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical changes required to reduce adverse impact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring and evaluation and Review (publish revised policy)</td>
<td>Review policy annually</td>
<td>Spring Term Annually</td>
<td>CBH</td>
</tr>
</tbody>
</table>
ADMISSION POLICY  
(2021/2022)

The published admission number is 45 pupils.

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

Applications for the Reception Year in 2021
For entrance to the academy in September 2021 the closing date of the co-ordinated admission scheme is 15 January 2021. Offers of places will be made on the national offer date of 16 April 2021.

Late applications for the normal Year of Entry
Derby City Local Authority and the Governing Body may be willing to accept applications which are received late but before the date set by the Local Authority (5 pm on 10 February 2021) for good reason for example:

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

Each case will be treated on its merits.

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

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

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.
Applications outside the normal year of entry
Details of how to apply for places in any year group, made during the school year from September 2021 onwards, will be made available on the Academy's website nearer the time. If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the Governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have 14 days to accept the offer of a school place.

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

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

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

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

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

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

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

Oversubscription Criteria
In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from a point on the school site to a point at the pupil’s home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of Derwent Primary School).
Pupils who have a Statement of Special Educational Need or Education, Health and Care plan, where that school is named in the child’s statement will be admitted. This will reduce the number of places available for other pupils.

1. Places will first be allocated to a ‘looked after child’ or a child who was previously looked after in or outside of England, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Action 2002 (see section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

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

3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the academy. Where families move into the catchment area after the closing date but before the offer date, an assessment of applications from the address the parents are living at the closing date will be made. A reassessment of the address will be made on the National Offer Date.

4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy. Where families move into the catchment area after the closing date but before the offer date, an assessment of applications from the address the parents are living at the closing date will be made. A reassessment of the address will be made on the National Offer Date.

5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the academy. Where families move into the catchment area after the closing date but before the offer date, an assessment of applications from the address the parents are living at the closing date will be made. A reassessment of the address will be made on the National Offer Date.
The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

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

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

**Withdrawing an offer of a place**

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

**Waiting list**

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

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

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

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

**Independent Appeals**

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

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

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

Brothers or sisters - sibling connection
1. For admission purposes Derwent Primary School considers the following as siblings:
   • A brother or sister who share the same parents;
   • A half brother or half sister, where two children share one common parent;
   • A step brother or step sister, where two children are related by a parent's marriage;
   • Adopted or fostered children living in the same household under the terms of a Residence Order or Child Arrangements Order.

2. Derwent Primary Academy does not consider these as siblings:
   • Cousins or other family relationships not included in 1 above;
   • Siblings who at 1 September 2019 will not be registered pupils at the academy.

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

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

**Catchment area**
Details of the school's defined catchment area can be found on the school’s web site, obtained from the School Office or by contacting the Admissions & Exclusion Team at the Derby City Council.
Over-Subscription Criteria

1.1. Hardwick Primary School’s oversubscription criteria include:

- A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order in accordance with Section 22(1) of the Children Act 1989.

- A ‘looked after child’ or a child who was previously looked after outside of England.

- Children who live within the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school.

- Children who live outside the catchment area at the closing date for applications and who at the time of admission will have a brother or sister attending the school.

- Children who are currently attending St Chad’s C of E Nursery & Infant School - as the main feeder school to Hardwick Primary School.

- Other children who live in the catchment area at the time for admission (the Academy will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date).

- Other children who lie outside the catchment area.
1. **Vision**

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

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

2. **Rationale**

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

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

1.1 Landau Forte College is an Academy, which is a state funded independent school, in Derby. This policy covers the administration of admissions for students into Year 7.

1.2 This policy will provide transparency and consistency in all our admissions’ procedures.

1.3 Staff of the Academy will ensure that information regarding entry criteria and application procedures are available to all stakeholders.

2. Definitions

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

2.1 ‘Children Looked After’ has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).

2.3 ‘The College’ means the Landau Forte College Derby

2.4 ‘Sibling’ means any Eligible Applicant residing at the same address as the Applicant and as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sibling.
3. Planned admission numbers

3.1 For September 2021/22 the College Admission Number for entry into Year 7 will be 196 students.

4. Admission to the Academy

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

4.2 Applications must be made directly to the Local Authority where the student lives.
For most applicants this will be to Derby City Local Authority. The Derby City area falls entirely within either Catchment Areas 1 and 2 (see below for details). However, for those people who live within the parts of the Catchment Area 2 that fall within the Derbyshire Local Authority area, they should return their application form to that authority. Derby City Local Authority will be notified of those applicants by the Derbyshire Local Authority and Derby City Local Authority will then in turn notify the College about all the applicants for places for September 2021.

4.3 Catchment Areas
For entry at age eleven there are two catchment areas:

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

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

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

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

5.1 Students will need to be committed to the College's approach, including the emphasis on business dress, the longer working day and the five-term year. They must be willing to give of their best and to take part in the wider life of the College and embrace the opportunities for personal development.

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

6 Admissions Procedure: 2021/2022

6.1 To apply for entry in September 2021 applicants should complete the Local Authority Common Application Form (which parents/carers should have received via their child’s primary school)

6.2 There is the opportunity to visit the College at its Open Evening to be held on Wednesday 09 September 2020. This will be advertised in the local press and on the College website.

6.3 Completed Common Application Forms should be sent to the Local Authority where the parent/carers lives naming Landau Forte College as one of the school preferences for their child.

6.4 After submission of the completed Common Application form parents/carers will receive a letter requesting them to visit the College, to complete the application process, with their child at a specified time on either Saturday 14, Monday 16, Wednesday 18 or Monday 23 November 2020. It is essential that all applicants attend on the specified date.

6.5 If for any reason applicants cannot attend at the scheduled appointment time parents/carers should contact the College as soon as possible so that an alternative appointment may be offered on another specified day or time.

6.6 Failure to notify the College in writing that an applicant cannot attend will result in the failure of the application being processed any further.

6.7 On the visit to the College applicants will be given a NFER assessment to complete. All applicants are required to take this test.

6.8 Whilst the assessment is taking place parents/carers will be given further information about the College, what it offers and the expectations it places on students.
6.9 The whole process should be completed within approximately 1.5 hours

6.10 NFER assessments will be marked externally and places will be allocated in line with section 9 of this policy.

7. Application deadlines

7.1 Completed application forms should be sent to the Local Authority by 31 October 2020. This will guarantee that the appointment letter, referred to in 6.4, is sent to applicants to visit the College in order to complete the Application Process.

8. Offer of Places

8.1 If the College has 196 applicants or less then all applicants will be offered places. If the College is oversubscribed, then a procedure in accordance with paragraph 1.6 (c) of the 2012 School Admissions Code will be followed.

8.2 The College will seek to recruit a cohort of students which reflects the national distribution of ability. The method is as follows:
   a) Each individual applicant will be tested using the NFER Non-Verbal Reasoning assessment.
   b) Each applicant’s test will be externally marked, and a score awarded; this score is adjusted for age to give a standardised age score.
   c) Using the standardised age score each applicant will be placed in one of nine stanines of ability according to their score.
   d) The Oversubscription Criteria as shown in Section 10 a – c of this document will be applied.
   e) Following the application of Oversubscription Criteria Section 10, a – c then apply Oversubscription Criteria Section 10, d and e which entails the use of computer software to randomly allocate the remaining places in each of the 9 stanines of ability and each of the two catchment areas.

8.3 As stated in 4.3, 98 places will be allocated to people living in Catchment Area 1 and 98 places to people who live in the Catchment Area 2. Please note that these numbers are inclusive of those children who are Looked After by a Local Authority and those children with a Statement of Special Educational Need or Education Health and Care Plan (students outside of those areas will only be offered places if there are insufficient applicants from within Catchment Areas 1 and 2.

8.4 The College will notify the Local Authority which children have been allocated places at the College.
8.5 Parents/carers will be notified in writing by the Local Authority on 1 March 2021 which school their child has been allocated a place at.

9. Appeals

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

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

10. Oversubscription Criteria

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

a. Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67. This includes children who were previously in care outside of England.

b. Children who have a Statement of Special Educational Need or Education Health Care Plan and where the Academy is named.

c. Siblings of an existing student who will be in Years 8 – 11 in the academic year 2021/22 (at the time of admission) will be given preference provided that the applicant lives in the defined Catchment Area 1 or defined Catchment Area 2 (without prejudice to the conditions set out above) Please note, the sibling criteria is not applicable when the sibling is in Year 12/13 in the academic year 2021/22.

d. Thereafter places will be allocated on a random basis within each stanine of ability. There will be a maximum of 50% in total of students from each of the defined catchment areas subject to enough applications being received.

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

11 General

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

RESPONSIBILITY

<table>
<thead>
<tr>
<th>Responsible Staff</th>
<th>Ms Alison Brannick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy administrator</td>
<td>Miss Lauren Walendziewski</td>
</tr>
<tr>
<td>Approving body</td>
<td>Governors</td>
</tr>
<tr>
<td>Review date</td>
<td>September 2020</td>
</tr>
</tbody>
</table>

*All policies are available to stakeholders either on the College website or upon request from the College Office.*
Appendix 1

TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 7 2021/22

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offers sent to Parent/Carers by the Local Authority</td>
<td>1 March 2021</td>
</tr>
<tr>
<td>Parent/Carers who wish to Appeal should contact Landau Forte College</td>
<td>From 1 March 2021</td>
</tr>
<tr>
<td>in writing</td>
<td></td>
</tr>
<tr>
<td>Landau Forte College will send an Appeals Form and further Guidance</td>
<td>Within 3 working days</td>
</tr>
<tr>
<td>to Parent/Carers</td>
<td></td>
</tr>
<tr>
<td>Deadline for Parent/Carers to return their Appeal Form to Landau</td>
<td>06 April 2021</td>
</tr>
<tr>
<td>Forte College</td>
<td></td>
</tr>
<tr>
<td>Notification of the date, time and venue for the Appeal will be sent</td>
<td>10 working days prior to the commencement of Appeal Hearings</td>
</tr>
<tr>
<td>to Parent/Carers along with the Generic Case for the College</td>
<td></td>
</tr>
<tr>
<td>Deadline for submission of evidence supporting the Appeal to the</td>
<td>3 working days prior to Appeals Hearing</td>
</tr>
<tr>
<td>Appeals Clerk for the College</td>
<td></td>
</tr>
<tr>
<td>Outcome of the Appeal confirmed in writing to Parent/Carers</td>
<td>Within 5 working days of Appeal Hearing</td>
</tr>
</tbody>
</table>
1. Vision

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

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

2. Rationale

Landau Forte College Derby operates an Admissions Policy for Sixth Form students which will:

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

1.1 Landau Forte College is an Academy, which is a state funded independent school, in Derby offering education to students beyond the age of 16.

1.2 This policy will provide transparency and consistency in all our admissions’ procedures.

1.3 Staff of the College will ensure that information regarding entry criteria and application procedures are available to all stakeholders.

1.4 Students will be helped by staff to choose courses appropriate to their aspirations.

2. **Definitions**

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

2.1 ‘Children Looked After’ has the meaning set out in the Children 1989 Section 22(1) and the Adoption and Children Act 2002 section 46 (adoption orders).

2.3 ‘The College’ means the Landau Forte College Derby

2.4 ‘Sibling’ means any Eligible Applicant residing at the same address as the Applicant and as part of the same family unit at the time of the proposed admission, whether as a full, half, step, adopted or foster sibling.

3. **Planned admission numbers**

3.1 For September 2021 the College Admission Number for entry into Year 12 will be up to 115 students, including those students transferring from within the College, with a total Sixth Form (Year 12 and 13 combined) capacity of 229 students.

4. **Admission to the Sixth Form**

4.1 Students should normally be aged between 16 and 17 years on the 1 September in the year of entry. A student must complete their Sixth Form
Education at the College by the end of academic year in which they reach their 19th birthday.

4.2 Applications are made directly to the College. There are separate processes for those applicants who are existing students and those who will be new to the College outlined in section 7.

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

5. Entry Requirements for all Level 3 courses

5.1 The same academic ability requirements apply to those students transferring internally as to those applying externally.

5.2 Students must be interested in studying within the range of subjects and the permitted combinations on offer and have attained:

- five GCSEs at grades 9-4, to include Grade 9-4 in GCSE English and Mathematics. (Applicants from schools where GCSEs are not studied should have equivalent qualifications and they need to prove the equivalence to the College. They should also be able to demonstrate that they are working at a level comparable to GCSE qualification)

- grades 9-4 in English and Mathematics or equivalent, for all pathways

5.3 Students must meet specific subject entry requirements

5.4 Students must submit their application by the respective deadline

5.5 Special consideration will be given to applicants who are children who are Looked After.

6. Additional Requirements
6.1 Students will need to be committed to the College's approach, including the emphasis on business dress, the longer working day and the five-term year. They must be willing to give of their best and to take part in the wider life of the College and embrace the opportunities for personal development.

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

7. Admissions Procedure: 2021/2022

7.1 Existing Students Information Evening: Wednesday 07 October 2020 - 5.00pm

All Year 11 Landau Forte College Derby students, together with parents/carers, are invited to attend the Information Evening on Wednesday 07 October 2020, at 5.00pm. In October, students will receive a ‘Sixth Form Learning Pathway’ form on which they can indicate their chosen courses, which must be returned by Thursday 15 November via the students’ Personal Tutor to Reception.

7.2 New Students Information Evenings: Wednesday 07 October 2020 - 6.00pm Thursday 08 October 2020 - 6.00pm

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

8. Application deadlines

8.1 Existing Students’ application deadline: 13 November 2020

The final deadline for applications from existing students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2021 is 13 November 2020.

8.2 New Students’ application deadline: 31 January 2021

The final deadline for applications from new students for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2021 is 31 January 2021.

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

9.2 Existing Students: by the end of January 2021

Offers of conditional places will be made by the end of January 2021, which will state the combination of subjects offered. Please note that courses offered are subject to demand. The pro-forma indicating whether the applicant intends to accept the offered place should be returned by the date indicated in the letter.

9.3 New Students: by the end of February 2021

Decision letters will be sent in late February 2021, once predicted grades are received from the applicant’s current place of study, informing students of the outcome of their application. If they have been successful, then a conditional offer will be made which states the combination of subjects offered. Please note that courses offered are subject to demand.

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

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

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

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

9.7 If the applicant has not met either the general entry requirements and/or the subject-specific requirements for the courses they applied to study, but clear evidence indicates that they will be successful on their chosen course of study an exception may be made.
9.8 Places will be confirmed in writing, subject to proof of results and prospective students must confirm whether they wish to take up their place at Landau Forte College Derby.

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

10. Appeals

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

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

11. Oversubscription Criteria

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

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

12. General

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

12.2 It is unlikely that a student will be permitted to re-sit a year at this College on the same or similar course, unless there are exceptional circumstances which will be considered carefully.

12.3 Students will be set academic, attendance, punctuality and study targets at the beginning of each year of their course. The compliance to their targets will be monitored regularly through the Performance Indicator schedule. Students are expected to meet, or exceed, their targets. However, each student will be treated as an individual and the staff will be mindful of any special circumstances which may have led to a student not meeting his/her targets.

12.4 Progression to Year 13 is conditional on satisfactory completion of Year 12.

12.5 In order to progress to Year 13 study students should meet the progression criteria required by the course and all coursework must be up-to-date and at an acceptable standard.

12.6 Should students fail to meet their targets, they will be required to participate in additional studies outside the College day, week or term.

12.7 Continuous failure to meet targets will forfeit the student’s right to progression on the course, unless there are exceptional extenuating circumstances recognised by the College.
## Appendix 1

### TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 12 2021/22

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial conditional offer or holding letter sent to prospective student by the College</td>
<td>January – February 2021</td>
</tr>
<tr>
<td>Place confirmed in writing</td>
<td>Within 5 working days of results being confirmed, in <strong>August</strong></td>
</tr>
<tr>
<td>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</td>
<td>By <strong>20 August 2021</strong></td>
</tr>
<tr>
<td>Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers</td>
<td>Within 2 working days</td>
</tr>
<tr>
<td>Deadline for Parent/Carers to return their Appeal Form to Landau Forte College</td>
<td><strong>3 September 2021</strong></td>
</tr>
<tr>
<td>Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the College</td>
<td><strong>10 working days</strong> prior to the commencement of Appeal Hearings</td>
</tr>
<tr>
<td>Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the College</td>
<td>3 working days prior to Appeals Hearing</td>
</tr>
<tr>
<td>Outcome of the Appeal confirmed in writing to Parent/Carers</td>
<td>Within 5 working days of Appeal Hearing</td>
</tr>
</tbody>
</table>
RESPONSIBILITY

<table>
<thead>
<tr>
<th>Responsible Staff</th>
<th>Ms Alison Brannick / Dr Andrew Delbridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy administrator</td>
<td>Miss Lauren Walendziewski</td>
</tr>
<tr>
<td>Approving body</td>
<td>Governors</td>
</tr>
<tr>
<td>Review date</td>
<td>July 2021</td>
</tr>
</tbody>
</table>

All policies are available to stakeholders either on the College website or upon request from the College Office.
Determined Admission Arrangements for September 2021

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

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

Applications for a place at Lees Brook Community School for September 2021 should be made by stating the school as a preference on the Derby City Education Authority common application form. This form must be returned to Derby City Council by the closing date of 31st October 2020.

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

1. Children who are looked after (in the care of or accommodated by Derby City Council or another local authority). See note below.

2. Children who are both living in the catchment area served by the school and have brothers or sisters still attending the school at the time of their admission.

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

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

Right of Appeal
Should the school be unable to offer places to all students who have applied those parents/guardians will have the right to appeal to:
The Clerk to the Governors, The Independent Appeals Panel, c/o Lees Brook Community School, Morley Road, Chaddesden, Derby, DE21 4QX

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

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

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

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

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

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

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

The number of intended admissions is 210. 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 210.

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

2. Children residing in the normal area at the time of admission

3. Children who have a sibling who will be attending Merrill Academy at the date of admission

4. Children with special medical reasons to attend the academy supported by a medical certificate

5. Those children who live nearest to the academy

In the event that the Academy has not met its intended admission number within the first three criteria above, then priority will be given to the applicant whose permanent address is nearest to the Academy.
The Governors will not consider more than one application on behalf of the same student in a single academic year unless the Admissions Committee considers there is a significant change in the particular circumstances of that student.

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

Arrangements for admission and appeals against non-admission

The Governors receive applications each year from outside the normal catchment area. These are considered carefully, but only when the normal catchment area has been satisfied. Application forms are available from the home authority (School Organisation and Provisions, Derby City Council, Council House, Corporation Street, Derby, DE1 2FS). They should be completed and returned to the home authority by the October deadline the year prior to the student’s admission.

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

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

Definitions

Sibling: Brother and sister are classed as having one or both natural parents in common, are related by a parent’s marriage or are adopted or fostered. Brothers and sisters must be living at the same address.

Tiebreaker: In the event that two or more applicants meet the admissions criteria equally, priority will be given to the child living nearest the Academy, measured by a straight line. The line will be measured from the home address to the Academy using the national Ordnance Survey set points.
The determined admission limit for the school for September 2020 for all year groups is 210 (subject to consultation). Priority for admission to the school in September will be given to children whose parents have requested a place using the Common Application Form obtained from the Local Authority (LA) the child is resident in prior to the closing date which is 31 October 2019.

OVERSUBSCRIPTIONS CRITERIA
If there are more applications than places available, an order of priority will be operated as follows:

1. 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. 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 living in the catchment area (as defined by the published area map, a copy of which is available at the school or LA) at the time that the offer of a place at Noel-Baker Academy is made. This includes those living in another catchment area, who have brothers or sisters* attending the school at the time that the offer of a place at Noel-Baker Academy is made.

3. Other children living in the catchment area at the time that the offer of a place at Noel-Baker Academy is made

4. Children who do not live in the catchment area served by the school, but who have brothers or sisters attending the school at the time that the offer of a place at Noel-Baker Academy is made.

5. Other children whose parents have requested a place.

6. Children whose parents did not request a place before the Derby City deadline date.

*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 – 6, 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. In category 6, places will be allocated in the order of priority of categories 1 – 5.

Parents will be notified of the single offer of a place by the Local Authority the child is resident in on 1 March 2020.

Parents of children who are not offered a place will be advised of their right of appeal to an Independent Appeal Panel.
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. Parents will be contacted by the Local Authority the child is resident in should a place become available for their child.
Shelton Junior School

Determined Admissions Arrangements for 2020 - 2021
Within its Admission Procedures the school aims:

- To give children and parents/carers as much information as possible about Shelton Junior School and the education we provide.

- To make each child’s start at school a happy and successful one.

- To begin a partnership between the parents/carers and the school that will be lasting.

To apply for a place at Shelton Junior School, an application **MUST** be made via the Local Authority in which you live. For most applicants this will be Derby City Local Authority. Derby City Local Authority will then in turn notify the school about ALL applicants. The Headteacher will then invite you into school for a pre-admission meeting.

If you wish to visit the school before applying for a place, please contact Mrs Wagstaff in the school office on 01332 701212.

ADMISSIONS POLICY

Our School Admissions Policy states that children are admitted at the age of seven without reference to ability or aptitude from the “current catchment” area served by the school. The maximum number of children to be admitted into Year 3 in September 2021 has been set as 75 and 75 maximum in every other year group by the Department for Education and the school’s Governing Body.

Over-Subscription Criteria.

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

(1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order67. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

(2) Children living in the school’s catchment area as currently defined by the LEA.
(3) Children who do not live in the catchment area served by the school but who have a brother or sister currently attending at the time of admission. A brother or sister is classed as having one or both natural parents in common, are related by parent’s marriage or are adopted or fostered. A brother or sister must be living at the same address.

(4) Children attending Shelton Infant School but living outside the catchment area as currently defined by the LEA.

(5) Children who have medical or social grounds, provided that this is supported by a written statement of evidence from a doctor, social worker or educational welfare officer at the time of the original application.

(6) Other children on the basis of proximity to school, i.e. nearest to the school front entrance measured by a straight line using the Council’s measuring system.

Parents have the right of appeal and, where applicable, will be informed of the procedures.
**Over-Subscription Criteria**

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

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

2. A ‘looked after child’ or a child who was previously looked after outside of England.

3. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.

4. Other children living in the catchment area at the time of admission (the Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date).

5. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.

6. St Chad’s - children whose parents request a place on religious grounds as stated on their application form.

7. Other children whose parents have requested a place.

8. Children whose parents did not request a place by the closing date for admissions.

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

- **having one or both natural parents in common**
- **are related by a parent’s marriage**
- **are adopted or fostered.**

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

Where we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the national Ordnance Survey set points.
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 or Educational Health Care Plan 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), (c) child previously in care outside of England.

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 distances are equal, 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 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 Britain and Ireland are:
   - Cherubim and Seraphim Council of Churches
   - Church of England
   - Church in Wales
   - Scottish Episcopal Church
   - Church of Ireland
   - The Baptist Union of Great Britain
   - Council of African and Caribbean Churches
Evangelische Synode Deutscher Sprache in Grossbritannien
Congregational Federation
Undeb Yr Annibynwyr Cymraeg (Union of Welsh Independents)
Lutheran Council of Great Britain
Methodist Church
Methodist Church in Ireland
Wesleyan Holiness Church
Independent Methodist Churches
Armenian Orthodox Church
Greek Orthodox
Exarchate of Orthodox Parishes of the Russian Tradition
Romanian Orthodox Church
Coptic Orthodox Church
Council of Oriental Orthodox Churches of the United Kingdom and the
Republic of Ireland. Member Churches:
* Armenian Apostolic Church
* Coptic Orthodox Church (incorporating the British Orthodox Church)
* Ethiopian Orthodox Church
* Eritrean Orthodox Church
* Indian Orthodox Church
* Syrian Orthodox Church (incorporating the Malankra Syrian Orthodox
  Church)
Apostolic Pastoral Congress
Church of God of Prophecy
International Ministerial Council of Great Britain
Joint Council of Churches for All Nations (JCCAN). Member Churches:
* Building of the Temple (Ecclesia of God)
* Latter Rain Outpouring Revival Church
* Pentecostal Church of God
* The International City Mission Church
* Pentecostal Church of Jesus Christ Inc
* Church of God in Christ United
* Mount Zion Holiness Church
* New Way Pentecostal Fellowship
* Faith Restoration Outreach Ministry
* New Testament Assembly Christian Centre
* Pentecostal Assembly
* Pentecostal Church of God (Leyton)
New Testament Church of God
New Testament Assembly
Church of Scotland
United Reformed Church
United Free Church of Scotland
Presbyterian Church of Wales
Roman Catholic Church in England and Wales
Roman Catholic Church of Scotland
Roman Catholic Church of Ireland
Mar Thoma Church
Moravian Church
Religious Society of Friends (Quakers)
Religious Society of Friends in Ireland
Salvation Army

*** 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.

The School Admissions Policy for St Peter's CE (VA) Junior School was approved by Governors on Wednesday 17 January 2018
Admission arrangements for entry during the school year 2021/22

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.

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Published admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception</td>
<td>60</td>
</tr>
<tr>
<td>Year 1</td>
<td>60</td>
</tr>
<tr>
<td>Year 2</td>
<td>60</td>
</tr>
<tr>
<td>Year 3</td>
<td>60</td>
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<tr>
<td>Year 4</td>
<td>60</td>
</tr>
<tr>
<td>Year 5</td>
<td>60</td>
</tr>
<tr>
<td>Year 6</td>
<td>60</td>
</tr>
</tbody>
</table>

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

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

1. Children who are looked after Note: Looked after children are those who are either looked after by the Local Authority or children who were looked after, but cease to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. Note: this means children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. For example, the care may have been provided in orphanages or other settings.

3. Children who will have a brother or a sister* attending the school at the time of their admission.
4. Children living within the ecclesiastical parish of St Matthew’s, Darley Abbey.

5. Children whose parents who have been attending worship at least once a month at either St Matthew’s Church, Darley Abbey, St Edmund’s Church, Allestree or St Pauls Church, Chester Green for a minimum of 12 months. A priest or minister from one of these churches must confirm this in writing.

6. Other children whose parents have requested a place.

7. Children whose parents did not request a place before the deadline date. If there is more than one late application, Criteria 1 – 6 will be applied.

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

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

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

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

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

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

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

3 Application at later stages

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

4 Appeals

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

October 2019
West Park School

Proposed Admissions Criteria 2021/2022

The admission limit of the school will be 290.

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

1. Children who are looked after or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence or special guardianship order*

2. Those children residing in the normal area served by the school who have stated West Park as their preferred secondary school through the Common Application Form by the national closing date and who reside in the normal area at the national offer date and at the time of their admission.

3. Those with a sibling currently attending the school.

4. Children of all staff employed by the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. When Governors consider that there are medical grounds for admitting the pupil supported by a doctor’s certificate.

6. Other children whose parents have requested a place.

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

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

Closing Date: The national closing date is 31st October.

Notifications: Parents will be notified of the governors’ decision on 1st March or the next working day.

Arrangements for admission and appeals against non-admission

The Governors receive applications each year from outside the normal area. These are considered carefully but only when the normal area has been satisfied. If you are outside the normal area and wish to apply to West Park you should indicate this on the Common Application Form. The Common Application Form is available from your child’s school or home authority. It should be completed and returned by 31st October of the year prior to the pupil’s admission.

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

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

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

Note: A brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.
Note: The ‘home address’ is the address of the primary carer of the child, as shown by who receives the Child Benefit.