Consultation on Admission Arrangements for School Entry in 2018-2019
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>
<thead>
<tr>
<th>School Name</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allestree Woodlands School</td>
<td>4</td>
</tr>
<tr>
<td>Chellaston Academy</td>
<td>6</td>
</tr>
<tr>
<td>Chellaston Junior School</td>
<td>9</td>
</tr>
<tr>
<td>da Vinci Community College</td>
<td>10</td>
</tr>
<tr>
<td>Derby City Community and Voluntary Controlled Schools</td>
<td>14</td>
</tr>
<tr>
<td>Landau Forte College</td>
<td>29</td>
</tr>
<tr>
<td>Landau Forte Academy Moorhead</td>
<td>39</td>
</tr>
<tr>
<td>St Albans Catholic Primary School</td>
<td>40</td>
</tr>
<tr>
<td>St Benedict – A Catholic Voluntary Academy</td>
<td>49</td>
</tr>
<tr>
<td>St George’s Catholic Voluntary Academy</td>
<td>58</td>
</tr>
<tr>
<td>St James’ Church of England (Aided) Infant and Nursery (Federation)</td>
<td>64</td>
</tr>
<tr>
<td>St James’ Church of England (Aided) Junior (Federation)</td>
<td>64</td>
</tr>
<tr>
<td>St John Fisher Catholic Voluntary Academy</td>
<td>58</td>
</tr>
<tr>
<td>St Joseph’s Catholic Primary School</td>
<td>40</td>
</tr>
<tr>
<td>St Mary’s Catholic Primary School and Nursery</td>
<td>40</td>
</tr>
<tr>
<td>St Peter’s Church of England (Aided) Junior School</td>
<td>67</td>
</tr>
<tr>
<td>St Werburgh’s Church of England (Aided) Primary School</td>
<td>72</td>
</tr>
</tbody>
</table>
Comments are invited on Derby City’s admission arrangements for community and voluntary controlled schools. The best way to respond is by emailing admissions@derby.gov.uk with “Consultation 2018-2019” 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 **16 January 2017**.

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akaal Primary School</td>
<td>Grampian Primary Academy</td>
</tr>
<tr>
<td>Al-Madinah Free School</td>
<td>Lees Brook Academy</td>
</tr>
<tr>
<td>Allenton Community Primary</td>
<td>Merrill Academy</td>
</tr>
<tr>
<td>The Bemrose School</td>
<td>Murray Park School</td>
</tr>
<tr>
<td>Bishop Lonsdale Church of England Primary School and Nursery</td>
<td>Noel-Baker School</td>
</tr>
<tr>
<td>City of Derby Academy</td>
<td>Shelton Junior School</td>
</tr>
<tr>
<td>Derby Manufacturing University Technical College</td>
<td>St Peter’s Church of England (Aided) Junior School</td>
</tr>
<tr>
<td>Derby Moor Community Sports College</td>
<td></td>
</tr>
</tbody>
</table>

The following schools have also confirmed that they are **changing** their existing arrangements and are consulting:

- West Park School
- Wyndham Primary Academy

The following schools have not confirmed their arrangements and are **consulting**:

- Walter Evans Church of England Primary and Nursery School
- Noel-Baker School
- The Bemrose School
- Murray Park School
- St Peter’s Church of England (Aided) Junior School
- Derby Moor Community Sports College
- Akaal Primary School
- Grampian Primary Academy
- Al-Madinah Free School
- Lees Brook Academy
- Allenton Community Primary
- Merrill Academy
- Shetland Junior School
Allestree Woodlands School

Year 7 ADMISSIONS CRITERIA FOR SEPTEMBER 2018

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

Standard Admissions Number: 225

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

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

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

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

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

2. Children who are both living in the normal area served by the school and have brothers or sisters still attending the school at the time of their admission. Brothers and sisters are classed as having one or both natural parents in common, are related by a parent’s marriage or are adopted or fostered. Brothers and sisters must be living at the same address.

3. Other children living in the normal area at the time of admission.

4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission. Brothers and sisters are classed as having one or both natural parents in common, are related by a parent’s marriage or are adopted or fostered. Brothers and sisters must be living at the same address.

5. A child with a parent/carer who are employed at Allestree Woodlands School

6. Other children whose parents have stated Allestree Woodlands School as a preference on the common application form.

AWS Year 7 Admissions criteria for September 2018
7. Children whose parents stated Allestree Woodlands School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.

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

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

Fair Access

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

Right of Appeal

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

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

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

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

Applications Made Outside of the Normal Round of Admissions

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

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

Wednesday 9th November 2016

Mark Cheeseman, Chairman of the Admissions Committee

Alan Brady, Headteacher

AWS Year 7 Admissions criteria for September 2018
ADMISSION POLICY

September 2018 to September 2019

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

1. Children who are looked after – in the care of, or accommodated by, Derby City Council or another local authority. Looked After Children are defined as follows:
   A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children permanently residing in the normal catchment area at the time of admission.
3. Children who have brothers or sisters in Years 7 to 11 attending the Academy at the time of their admission.
4. Other children whose parents have requested a place.
5. Children whose parents did not submit a request for a place by the published closing date.

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

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

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

Notes

a. The normal catchment area includes the suburban area of Chellaston, the villages of Aston-on-Trent, Barrow-on-Trent, Melbourne, Stanton-by-Bridge, Swarkestone, Ticknall and Weston-on-Trent. The area is shown on a plan which is available for inspection in the Academy office by prior appointment.

b. For the purpose of admissions, a brother or sister is classed as:
   • A brother or sister sharing the same parents.
   • A half brother or sister, where two children share one common parent.
   • A step-brother or step-sister, where two children are related by a parent’s marriage.
   • An adopted or fostered child.

(A brother or sister must normally be living at the same address. Cousins are not classed as brothers or sisters).

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

October 2017
ADMISSIONS POLICY FOR CHELLASTON SIXTH FORM – SEPT 2017 START – (updated 3rd Oct 2016)

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

1. Applications to the Sixth Form should be made using a paper application form by Friday, 2nd December 2016. Applications after this date will not be guaranteed offers, and will be considered as stated below, in the event that the 200 places have not been allocated.

2. The minimum requirements for students wishing to follow A Level Courses is 5 C grades or equivalent. (Grade 5 on the new GCSEs)

3. A minimum of Grade 5 at GCSE in Mathematics and English is an essential requirement to embark upon Level 3 courses.

4. Students must have a grade 7 or higher at GCSE in Mathematics in order to take Mathematics at A Level.

5. Students must have a B Grade at GCSE in their chosen A Level subject. For subjects which have not been studied at GCSE, such as Economics, Psychology, Sociology and Government and Politics, the minimum requirements should be reached.

6. Up to 200 places per year will be available.

7. Conditional Offers will be made to students in March. Students who are not offered a place will be given the reasons for that decision and will be told that they have the right of appeal. The Appeal can be made to the Governors’ Leadership and Management Committee. Details will be provided in the letter of rejection.

8. Progression from AS to A2 will be at the discretion of the Head of Sixth Form. Dropping to two A Levels from three or four A Levels will be at discretion of the Head of Sixth Form. Although AS levels will not be taken in 2018, students who achieve an assessment (Based on mock exams and class based tests) of a grade E or U standard is likely to precipitate as to the students suitability to continue on the course.
9. The order of priority for admissions to School Sixth Form reflects the general School Policy. The order of priority is as follows:

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

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

ii. Students who fall into the following categories:

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

iii. Late applications

Over Subscription

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

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

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

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

Policy Date: September 2016
Date approved by Governors’ Committee: 3rd October 2016
Date approved by Full Governors: 17th October 2016
Date of Review: September 2017
Chellaston Junior School
Admissions Policy 2018-2019

Boys and girls will be admitted to school on a full-time basis at age 7 years, without any reference to ability or aptitude, from the “current catchment” area served by the school. The maximum number of new children, at age 7, to be admitted during the 2018-2019 school year has been set at 120 by the Department for Education and the school’s Governing Body.

Over-Subscription Criteria

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

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

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

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

Notes:

“catchment area”
As defined by the Local Authority

The new housing development currently known as Fellow Lands Way, Chellaston, will be excluded from the catchment area of Chellaston Infant and Chellaston Junior Schools and added to the catchment area of Oakwood Infant and Oakwood Junior Schools. The development is outlined on a map attached to the Admissions Consultation Document. The change relates to new housing only at Fellow Lands Way and will not impact on existing properties.

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

“brother or sister”
A brother or sister is classed as having one or both natural parents in common, are related by parent’s marriage or are adopted or fostered. A brother or sister must be living at the same address.
DETERMINED ADMISSION
ARRANGEMENTS 2018-19

Date: September 2016
Renewal Date: September 2017
SLT:

Created: September 2016

Endorsed by the Chair of Governors: [Signature]
da Vinci Community School is an 11-16 mixed gender Co-operative Trust School with around 600 students. We opened in September 2004 and moved into new state of the art buildings in 2006. We have outstanding facilities that are very hard to match. Since 2004 our exam results have improved dramatically making us one of the most improved schools in the country.

Schools are about people and da Vinci is the good place that it is because of what our students, staff, parents and governors bring to it. We are immensely proud of our school. People who visit us find a well-ordered, secure and caring environment where young people and adults alike can achieve their full potential. We believe that learning should be challenging, stimulating and above all enjoyable. We are a small school by design and have created a family ethos where staff know their students well. We have very high expectations of our students based on the 5 Ps – Present; Punctual; Prepared; Polite and Proud.

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

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

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the schools at the time of admission
3. Other children living in the catchment area at the time of admission
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission
5. Other children whose parents have requested a place
6. Children whose parents did not request a place by 31 October 2016

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

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

**Admission Limit = 150**

Agreed by Governors – 6 October 2016
CONTENTS

1. Introduction
2. Applying for a school place
3. The offer of a place
4. Applications outside the normal admissions round (In-Year Admissions)
5. Right of appeal
6. Late applications
7. Waiting lists
8. Information required by voluntary aided and free schools
9. Fraudulent or Misleading Applications
10. Fair Access Protocol
11. Placement of pupils out of their chronological age group
12. Where to find further information on school admissions in Derby

Annex 1 - Admission Arrangements
Annex 2 - Definition of an unplaced child
Annex 3 - Published Admission Numbers
Annex 4 - Derby City Co-ordinated Admissions Scheme (intake timetable 2018-2019) and Term Dates
Annex 5 - Admission Appeals Timetable
1. Introduction

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

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

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

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

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

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

2. Applying for a school place

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

2.2 Reception intake and junior transfer - parents of children attending Derby schools will receive information on how to submit their application form via their child’s nursery, infant or primary school on or around 05 November 2017.

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

2.4 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance.
2.5 Parents can state preferences for any combination of the following schools:

- Community
- Voluntary Aided
- Voluntary Controlled
- Foundation
- Academy
- Trust
- Free

2.6 Parents will be invited to state three preferences online (four for secondary transfer and only where the fourth preference is the catchment school) online; on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.

2.7 Parents will apply direct to their home authority.

2.8 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 15 January 2018. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order their ranking / schools changes.

2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2017. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order of their ranking / schools changes.

3 **The offer of a place**

3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2018. Parents who applied online will also be able to view the decision online on 16 April 2018 by logging into their account.

3.2 **Secondary transfer** - parents will be sent a letter by second class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 01 March 2018. Parents who applied online will also be able to view the decision online on 01 March 2018 by logging into their account.

3.3 In the absence of full inter local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority co-ordination is aimed to reduce, if not eliminate the possibility of parents receiving more than one offer of a school place.
4 Applications outside of the normal admission round

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

4.2 Parents will be invited to state three preferences for in rank order on the common application form/e-form.

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

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

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

5 Right of Appeal

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

*Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1998. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place.

6 Late applications

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

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

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


7 Waiting lists

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

7.2 The waiting lists will be established on the offer day will be maintained up to the end of the Autumn Term and ranked according to each admission authority’s oversubscription criteria. Lists will then be passed to foundation, trust, academy, free and voluntary aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 642726 from the 15 June each year.

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

8 Information required by voluntary aided and free schools

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

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

8.3 These supplementary forms are not application forms for admission to voluntary aided or free schools. The forms will 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 2017; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2018.

(c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2017; return the supplementary
information form(s) to the preferred voluntary aided/free school(s) 31 October 2017.

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

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

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

9 Fraudulent or Misleading Applications.

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

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

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

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

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

10 Fair Access Protocol

10.1 All schools within Derby City are partners within the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.
11 Placement of pupils out of their chronological age group

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

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

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

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

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

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

11.7 Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.
11.8 **Delayed entry into reception class for summer born children** - where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, **they must (unless in exceptional circumstances) apply for a delayed entry during the normal admissions round (05 November 2017 to 15 January 2018) as well as submitting an application for a school place.** It is the admission authority for the school that are required to make the decision based on the individual circumstances of each case.

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

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

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

11.9 Parents are required to submit a request in writing (where possible) for admission into reception rather than year one for the following academic year at the same time, and in addition to submitting their application during the normal admissions round for the child’s chronological age group.

11.10 Where the admission authority agrees that a child can defer school entry into Reception for the following academic year parents **must** submit a new application during the following normal admissions round.

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

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

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

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

11.14 **Next Steps** -The local authority and head teacher of the school concerned should carefully consider all determining factors of each case before making a recommendation for early/delayed admission/transfer. For a child with Special Educational Needs it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.
11.15 For children with a Statement of Special Educational Needs (SEN) or an Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEN or EHCP.

*Supporting documentation from professionals involved may be required

12 Further information on School Admissions

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

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

12.3 Visit the website at www.derby.gov.uk/primapps or www.derby.gov.uk/secapps to access further information, useful forms and the Admissions Handbooks.

12.4 The School Admissions Code 2014

12.5 The School Admission Appeals Code 2012
http://www.education.gov.uk/aboutdfe/statutory/g00213244/school-admission-appeals-code-2012

12.6 DfE advice on the admission of summer born children

NB: Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.
Annex 1

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

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

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

3. Other children living in the catchment area at the time of admission.

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

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

6. Other children whose parents have requested a place.

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

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

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

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

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

Closing dates for applications: 31 October 2017 (Secondary)
15 January 2018 (Primary)
Littleover Community School - Applying for places at Sixth Form

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

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

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

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

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

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

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

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

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) 2018-2019

<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>Alvaston Community Junior – Enhanced Resource School</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Arboretum Primary</td>
<td>75</td>
<td>39</td>
</tr>
<tr>
<td>Ash Croft Primary</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Ashgate Primary</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Astendale Primary</td>
<td>30</td>
<td>26</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 Infant – Enhanced Resource School (increase from 60)</td>
<td>75</td>
<td>26</td>
</tr>
<tr>
<td>Brackensdale Junior - Enhanced Resource School (increase from 60)</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Breadsalt Hill Top Primary*</td>
<td>90</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>Cavendish Close Junior</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Chaddesden Park Primary</td>
<td>60</td>
<td>26</td>
</tr>
<tr>
<td>Chellaston Infant</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Cherry Tree Hill</td>
<td>90</td>
<td>26</td>
</tr>
<tr>
<td>Cottons Farm Primary</td>
<td>20</td>
<td>26</td>
</tr>
<tr>
<td>Dale Community Primary</td>
<td>75 KS1 / 81 KS2</td>
<td></td>
</tr>
<tr>
<td>Derwent Community</td>
<td>45</td>
<td>39</td>
</tr>
<tr>
<td>Gayton Community Junior</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Griffe Field Primary</td>
<td>60</td>
<td>26</td>
</tr>
<tr>
<td>Firs Estate Primary School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardwick Primary</td>
<td>60 KS1 / 90 KS2</td>
<td>30</td>
</tr>
<tr>
<td>Homefields Primary</td>
<td>45</td>
<td>26</td>
</tr>
<tr>
<td>Lakeside Community Primary</td>
<td>90</td>
<td>52</td>
</tr>
<tr>
<td>Lawn Primary</td>
<td>60</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>Mickleover 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>Osmaston Primary</td>
<td>90</td>
<td>52</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>Pear Tree Community Junior</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>Reigate Park Primary – Enhanced Resource School</td>
<td>60</td>
<td>26</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</td>
<td></td>
</tr>
<tr>
<td>St Chad's Church of England (Controlled) Nursery and Infant</td>
<td>40</td>
<td>39</td>
</tr>
<tr>
<td>Village Primary</td>
<td>90</td>
<td>39</td>
</tr>
<tr>
<td>Wren Park Primary</td>
<td>54</td>
<td></td>
</tr>
</tbody>
</table>

- *There may be some additional minor amendments to PANs due to the primary school expansion project.
# Derby City Co-ordinated Admissions Scheme – Intake Timetable 2018-2019

<table>
<thead>
<tr>
<th>Action</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available from</td>
<td>03 November 2017</td>
<td>09 September 2017</td>
</tr>
<tr>
<td>Closing date for applications</td>
<td>15 January 2018</td>
<td>31 October 2017</td>
</tr>
<tr>
<td>Application exchange with other local authorities</td>
<td>23 January 2018</td>
<td>15 November 2017</td>
</tr>
<tr>
<td>Confirmation to own admission authority schools of all applications</td>
<td>15 February 2018</td>
<td>28 November 2017</td>
</tr>
<tr>
<td>Own admissions authority schools confirmed ranking completed</td>
<td>06 March 2018</td>
<td>16 December 2017</td>
</tr>
<tr>
<td>1st offer exchange with other local authorities</td>
<td>13 March 2018</td>
<td>06 January 2018</td>
</tr>
<tr>
<td>Final offer exchange with other local authorities</td>
<td>27 March 2018</td>
<td>10 February 2018</td>
</tr>
<tr>
<td>Allocations complete</td>
<td>04 April 2018</td>
<td>17 February 2018</td>
</tr>
<tr>
<td>National Offer date</td>
<td>16 April 2018</td>
<td>01 March 2018</td>
</tr>
<tr>
<td>Closing date for appeals</td>
<td>23 May 2018</td>
<td>29 March 2018</td>
</tr>
<tr>
<td>Community and Voluntary Controlled schools waiting list maintained</td>
<td>16 June 2018</td>
<td>16 June 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Holidays</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 6 September 2018 – Friday 26 October 2018</td>
<td>Christmas - 25 December 2018, 26 December 2018</td>
</tr>
<tr>
<td>Monday 5 November 2018 – Friday 21 December 2018</td>
<td>New Year - 1 January 2019</td>
</tr>
<tr>
<td>Monday 7 January 2019 – Friday 15 February 2019</td>
<td>Good Friday – 19 April 2019</td>
</tr>
<tr>
<td>Monday 25 February 2019 – Friday 12 April 2019</td>
<td>Easter Monday – 22 April 2019</td>
</tr>
<tr>
<td>Monday 29 April 2019 – Friday 24 May 2019</td>
<td>May Day - 6 May 2019</td>
</tr>
</tbody>
</table>
## 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>Thursday 01 March 2018</td>
</tr>
<tr>
<td>Closing date for Littleover Community School Appeals</td>
<td>Thursday 12 April 2018</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</td>
<td>Monday 30 April 2018</td>
</tr>
<tr>
<td>Littleover Community School Stage 2 - Appeals</td>
<td>Monday 30 April –Friday 04 May 2018</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>Monday 16 April 2018</td>
</tr>
<tr>
<td>Closing date for all Infant, Junior and Primary school appeals for Community or Voluntary Controlled Schools.</td>
<td>Tuesday 15 May 2018</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>Week Commencing (Monday) 11 June 2018 18 June 2018 25 June 2018 02 July 2018 09 July 2018 All on-time appeals must be heard by Tuesday 17 July 2018</td>
</tr>
</tbody>
</table>

For details of appeal dates for Academies, Foundation, Voluntary Aided and Free schools please contact the school directly.
A. **ADMISSION OF STUDENTS FOR ENTRY AT YEAR 7 2018/19**

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

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

This application **MUST** be made via the Local Authority in which **you live**. For most applicants this will be to Derby City Local Authority. The Derby City area falls entirely within either Catchment Areas 1 and 2 (see below for details). However for those people who live within the parts of the Catchment Area 2 that fall within the *Derbyshire Local Authority* area, they should return their application form to that authority. Derby City Local Authority will be notified of those applicants by the *Derbyshire Local Authority* and Derby City Local Authority will then in turn notify the College about ALL the applicants for places for September 2018.

B. **CATCHMENT AREA**

**Area 1**

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

**Area 2**

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

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

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

C. **EXPECTATIONS**

1. Students will need to be committed to the College's approach, including the emphasis on Science, Technology, Business and Foreign Languages, the longer working day and the five-term year. They must be willing to give of their best and to take part in the social and sporting activities of the College.

2. Students should intend to remain in full-time education or vocational training until the age of 18.

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

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

E. NEXT STEPS

1. Send your completed Common Application Form to the Local Authority in which you live naming Landau Forte College as one of the school preferences for your child.

2. You will be invited to come with your child to the College at a given time on either Saturday 11, Monday 13, Wednesday 15 or Monday 20 November 2017.

Please Note

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

3. On your visit to the College your child will be given a NFER assessment to complete. Please note that ALL applicants are required to take this test.

4. Whilst this assessment is taking place you will be given further information about the College, what it offers and the expectations it places on students and parents/carers.

5. The whole process should be completed within approximately 1.5 hours.

6. The NFER assessments will be externally marked and places allocated in accordance with the procedure outlined below.

7. The College will notify the Local Authority which children have been allocated places at the College.

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

F. ALLOCATION OF PLACES

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

1. The College will seek to recruit a cohort of students which reflects the national distribution of ability. The method is as follows:

   a) Each individual applicant will be tested using the NFER Non Verbal Reasoning assessment.
   b) Each applicant’s test will be externally marked and a score awarded; this score is adjusted for age to give a standardised age score.
c) Using the *standardised age score* each applicant will be placed in one of nine stanines of ability according to their score.

d) The *Oversubscription Criteria* as shown in Section G a – c of this document will be applied.

e) Following the application of *Oversubscription Criteria Section G a – c* then apply *Oversubscription Criteria Section G d and e* which entails the use of computer software to randomly allocate the remaining places in each of the 9 stanines of ability and each of the two catchment areas.

As stated above, 84 places will be allocated to people living in Catchment Area 1 and 84 places to people who live in the Catchment Area 2. Please note that these numbers are inclusive of those children who are Looked After by a Local Authority and those children with Statement of Special Educational Need (people outside of those areas will only be offered places if there are insufficient applicants from within Catchment Areas 1 and 2).

**H. OVERSUBSCRIPTION CRITERIA**

Where the number of applications for admission is greater than the published admissions number of 168, applications will be considered against the criteria set out below:

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

b. Children who have a Statement of Special Educational Need and where the Academy is named.

c. Siblings of an existing student at the time of admission will be given preference provided that the applicant lives in the defined Catchment Area 1 or defined Catchment Area 2 (without prejudice to the conditions set out at a) or b) Siblings are defined as *brothers or sisters* who are either (i) a blood relative or (ii) a sibling by legal adoption.

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

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

**H. OPERATION OF WAITING LISTS**

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

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

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

J. REMINDER

Parents\carers are respectfully reminded that to apply for a place at the College you MUST use the Local Authority Common Application Form naming the College as one of your school preferences and return that form to your Local Authority by the date specified on that form. Please do not send the Common Application Form to the College.
# TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 7 2018/19

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offers sent to Parent/Carers by the Local Authority</td>
<td>1 March 2018</td>
</tr>
<tr>
<td>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</td>
<td>From 1 March 2018</td>
</tr>
<tr>
<td>Landau Forte College will send an Appeals Form and further Guidance to Parent/Carers</td>
<td>Within 3 working days</td>
</tr>
<tr>
<td>Deadline for Parent/Carers to return their Appeal Form to Landau Forte College</td>
<td>09 April 2018</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>10 working days 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>
A. ADMISSION OF STUDENTS FOR ENTRY AT YEAR 12 2018/19

For September 2018/19 the College Admission Number for entry into Year 12 will be up to 168 students, including those students transferring from within the College, with a total Sixth Form (Year 12 and 13 combined) capacity of 285 students. Students should normally be aged between 16 and 17 years on the 1 September in the year of entry. A student must complete their Sixth Form Education at the College by the end of academic year in which they reach their 19th birthday.

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

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

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

Even though the College is an independent organisation, there are NO FEES to pay.

B. EXPECTATIONS

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

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

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

Students must:

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

Sixth Form Admissions Procedure 2018/2019 – Existing Students

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

All Year 11 Landau Forte College Derby students, together with parents/carers, are invited to attend the Information Evening on Wednesday 11 October 2017, at 6.00pm. In October, students will receive a ‘Sixth Form Learning Pathway’ form on which they can indicate their chosen courses, which must be returned by Thursday 9 November via the students’ Personal Tutor to Reception.

*Thursday 9 November 2017*

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

*January 2018*

A conditional offer will be made in January 2018, which states the combination of subjects offered. Please note that courses offered are subject to demand. The pro-forma indicating whether the applicant intends to accept the offered place should be returned by the date indicated on the letter.

Sixth Form Admissions Procedure 2018/2019 – New Students

*Information Evenings:*

- *Wednesday 11 October 2017 - 6.45pm*
- *Thursday 12 October 2017 - 6.00pm and 6.45pm*

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

*31 January 2018*

This is the final deadline for admission to Sixth Form Education at Landau Forte College Derby, commencing in September 2018.
Decision letters will be sent out in late February 2018, and/or once predicted grades are received from the applicant’s current place of study, informing students of the outcome of their application. If they have been successful then a conditional offer will be made which states the combination of subjects offered (please note that courses offered are subject to demand).

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

F. ALLOCATION OF PLACES

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

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

- If the applicant has met both general entry requirements and the subject-specific requirements for the courses they applied to study then the applicant will be accepted to the College
- Where an applicant has received a ‘hold’ letter, but has attained more highly than was indicated at the time decisions were made, they should contact the College on GCSE results day. If a ‘hold’ applicant has met the general entry requirements and subject-specific entry requirements for the courses they wish to study, and the College has space available on those courses, as well as in terms of its overall capacity in the Sixth Form, then a place would be offered at that time.
- If the applicant has not met either the general entry requirements and/or the subject-specific requirements for the courses they applied to study, but clear evidence indicates that they will be successful on their chosen course of study an exception may be made.

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

G. OVERSUBSCRIPTION CRITERIA

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

a. Students who applied and accepted a conditional offer by the respective deadlines, and who fulfil the academic entry criteria;

b. Looked After Children or children who were or who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67 and who fulfil the academic entry criteria. A Looked After
Child is defined as a child who is (i) in care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

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

H. ARRANGEMENTS FOR APPEALS PANELS

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

TIMETABLE FOR APPEALS FOR ADMISSIONS TO YEAR 12 2018/19

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial conditional offer or holding letter sent to prospective student by the College</td>
<td>January – February 2018</td>
</tr>
<tr>
<td>Place confirmed in writing</td>
<td>Within 5 working days of results being confirmed, in August</td>
</tr>
<tr>
<td>Parent/Carers who wish to Appeal should contact Landau Forte College in writing</td>
<td>By 24 August 2018</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>6 September 2018</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>10 working days 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>
Landau Forte Academy Moorhead

Headteacher: Mrs F Smith

Admissions Policy 2018-2019

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

Over-Subscription Criteria

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.

2. Children who are both living in the catchment area served by the Academy and have brothers or sisters already attending Landau Forte Academy Moorhead at the time of their admission.

3. Children who do not live in the catchment area served by the Academy but who have brothers or sisters attending the Academy at the time of their admission.

4. Other children living in the catchment area at the time of admission.

5. Other children whose parents have requested a place.

6. Children whose parents did not express a preference by the date suggested by the Authority each year.

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

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

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

Notes:

“Catchment area”
As defined by the Local Authority

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

“Brother or sister”
A brother or sister is classed as having one or both natural parents in common, are related by parent’s marriage or are adopted or fostered. A brother or sister must be living at the same address.
ADMISSIONS POLICY FOR CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOLS
IN DERBY CITY

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

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

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious Education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

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

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

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

Application Procedure and Timetable
Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the closing date set by your home Local Authority.

In addition all applicants wishing to apply for a place under a faith criteria (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been made by the same closing date set by your home Local Authority for the return of the Common Application Form.
If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child’s chances of being offered a place.

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

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

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

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

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

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

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

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

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

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

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

**Late Applications**

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

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

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission
number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

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

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

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

Waiting Lists
Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school’s Waiting List. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

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

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

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

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

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

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

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

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

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

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

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

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

**First priority** within each Oversubscription Criteria will be given to applications from children who will have siblings *(see note 9)* attending the school at the proposed time of admission.

**Tie Breakers**
If any of the above criteria are oversubscribed, priority, (after sibling priority) will be given 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. The distance will be measured by the Local Authority and the data will be supplied to the Governors.

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

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

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

2. A "looked after child" is a child who is:
(a) in the care of a Local Authority, or
(b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:
(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders], or
(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

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

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

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

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

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

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

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

9. ‘Siblings’ means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. [It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.]
10. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

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

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

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

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

- The completed supplementary form, together with any required evidence, (see below), should be returned to the academy/school by the same closing date set by the Local Authority for the return of the Common Application Form.

- If you are applying to more than one catholic school/academy you will need to complete a separate supplementary information form for each school or academy.

- Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.

- Remember – you must also complete the Common Application Form provided by the Local Authority.

<table>
<thead>
<tr>
<th>Name of academy/school applying to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname of child:</td>
</tr>
<tr>
<td>Forename(s) of child: Date of birth / /</td>
</tr>
<tr>
<td>Parent(s) / carer(s) Full Name</td>
</tr>
<tr>
<td>Child’s home address Postcode</td>
</tr>
<tr>
<td>Telephone Mobile</td>
</tr>
</tbody>
</table>

Please read the relevant School’s Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.
Note: When completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic Voluntary School or Academy at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child’s chance of being offered a place.

PLEASE ALSO COMPLETE PAGE 2

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

<table>
<thead>
<tr>
<th>Faith Criterion</th>
<th>Supporting Evidence Required</th>
<th>Supporting Evidence Enclosed *</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child is a:</td>
<td>A Catholic Baptism Certificate or A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.</td>
<td>Please tick ✓</td>
</tr>
<tr>
<td>Catholic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My child is a:</td>
<td>A certificate of reception into the order of catechumens or A letter of verification signed by the parish priest and stamped with the parish stamp.</td>
<td>Please tick ✓</td>
</tr>
<tr>
<td>Catechumen / Candidate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My child is a:</td>
<td>A Baptism Certificate or A certificate of reception from the authorities of that Church.</td>
<td>Please tick ✓</td>
</tr>
<tr>
<td>member of an Eastern Christian Church</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My child is a:</td>
<td>A Baptism Certificate or A Certificate of Dedication or A letter of verification signed by the minister of religion for that church.</td>
<td>Please tick ✓</td>
</tr>
<tr>
<td>member of another Christian denomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My child is a:</td>
<td>A Baptism Certificate or A Certificate of Dedication or A letter of verification signed by the religious leader of the community.</td>
<td>Please tick ✓</td>
</tr>
<tr>
<td>member of another faith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and
address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

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

<table>
<thead>
<tr>
<th>Your name(s) in BLOCK CAPITALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your signature(s)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

For School use only

<table>
<thead>
<tr>
<th>Evidence provided</th>
<th>Date</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADMISSION POLICY FOR SECONDARY CATHOLIC VOLUNTARY ACADEMIES
IN DERBY CITY

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

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

Saint Benedict Catholic Voluntary Academy is under the Trusteeship of the Diocese of Nottingham and belongs to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

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

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

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

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

ARRANGEMENTS FOR ADMISSION
Parents/Carers should consult the Local Authority website, www.derby.gov.uk which gives full details of the admissions process, including information on the admissions cycle.

Application Procedure and Timetable
Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the closing date set by your home Local Authority.
In addition all applicants wishing to apply for a place under a faith criterion (oversubscription criteria 1-6) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the Academy is located and is also available from the Academy. The completed form, together with any required evidence, (see notes 3-8), should be returned to the Academy by the same closing date set by your home Local Authority for the return of the Common Application Form.

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

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

ADMISSION OF PUPILS OUTSIDE NORMAL AGE GROUP
Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

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

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

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

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

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

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

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

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

If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. If there is oversubscription the Academy will maintain a Waiting List for in year applications until the end of the academic year. Inclusion in the Waiting List does not mean that a place will eventually become available.

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

**WAITING LISTS**
Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school’s Waiting List which will be maintained until the end of the academic year by the Local Authority.

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

Waiting Lists are ranked in the same order as the oversubscription criteria listed below. Your child’s position on the Waiting List may change. This means that a child’s Waiting List position could go up or down. Any late applications will be added to the Waiting List in accordance with the oversubscription criteria. Inclusion on a school’s Waiting List does not mean that a place will eventually become available.

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

**FAIR ACCESS PROTOCOLS**
Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The academy listed in this policy participates in the Derby City Council Fair Access Protocol.
APPLICATIONS FOR TWINS AND MULTIPLE BIRTH PUPILS
In cases where there is one remaining place available and the next child on the Waiting List is one of a twin or of other multiple birth groups, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the Published Admission Number will be exceeded as long as the Governing Body decides that the education of pupils in that year group will not be detrimentally affected.

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

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

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

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

2. Catholic children (see Note 3).

3. Other children who are ‘looked after’ or who were ‘previously looked after’ (see Note 2)

4. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 4, 5 and 6)

5. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 7).

6. Children of other faiths whose membership is evidenced by a religious leader (see Note 8).

7. Children with aptitude in drama, music or dance (see Note 12).

8. Any other children

First priority within each criteria will be given to applications from children who attend one of the partner primary schools.
Second priority within each criteria will be given to applications from children who will have siblings (see Note 9) attending the school at the proposed time of admission.

In the event of oversubscription within any criterion allocation of places will be decided on distance measurement (See below).

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

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation the governors will admit the additional child above the Planned Admission Number.

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

2. A “looked after child” is a child who is:
(a) in the care of a Local Authority, or
(b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.
A “previously looked after child” is a child who:
(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or
(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

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

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

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

5. ‘Candidate’ means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.
6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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

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

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

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

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

12. Judgment on aptitude will be made from any evidence provided by the parents, and from the pupil taking part in workshops in Performing Arts set by the Academy, designed to establish aptitude. This will lead to a rank order. There will be a maximum of 24 places available under this criterion depending on how many places are available after the other criteria have been applied. The assessor will have skills in the Performing Arts, and will have no family connection with any applicant. The assessors’ judgement on aptitude is on the day, and is final.

**ADMISSIONS ARRANGEMENTS FOR SIXTH FORM**

Applications to the 6th form must meet the minimum academic requirements for advertised courses. Thereafter, the oversubscription criteria described above will apply. The planned admission maximum number for Year 12 is 220.
SUPPLEMENTARY INFORMATION FORM
Admission to St Benedict’s Catholic Voluntary Academy Derby

If you are expressing a preference for a place for your child at St Benedict’s Catholic Voluntary Academy you should complete this Supplementary Form

✘ The completed supplementary form, together with any required evidence, (see below), should be returned to the academy/school by the same closing date set by the Local Authority for the return of the Common Application Form.

✘ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.

✘ Remember – you must also complete the Common Application Form provided by the Local Authority.

<table>
<thead>
<tr>
<th>Name of academy/school applying to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname of child:</td>
</tr>
<tr>
<td>Forename(s) of child:</td>
</tr>
<tr>
<td>Date of birth / /</td>
</tr>
<tr>
<td>Parent(s) / carer(s) Full Name</td>
</tr>
<tr>
<td>Child’s home address</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
</tbody>
</table>

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

Note: When completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Academy at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child’s chance of being offered a place.
Now complete the following by ticking the boxes which apply to your child.

<table>
<thead>
<tr>
<th>Faith Criterion</th>
<th>Supporting Evidence Required</th>
<th>Supporting Evidence Enclosed *</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My child is a:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catholic</td>
<td>A Catholic Baptism Certificate or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.</td>
<td></td>
</tr>
<tr>
<td>Catechumen / Candidate</td>
<td>A certificate of reception into the order of catechumens or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A letter of verification signed by the parish priest and stamped with the parish stamp.</td>
<td></td>
</tr>
<tr>
<td>member of an Eastern Christian Church</td>
<td>A Baptism Certificate or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A certificate of reception from the authorities of that Church.</td>
<td></td>
</tr>
<tr>
<td>member of another Christian denomination</td>
<td>A Baptism Certificate or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A Certificate of Dedication or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A letter of verification signed by the minister of religion for that church.</td>
<td></td>
</tr>
<tr>
<td>member of another faith</td>
<td>A Baptism Certificate or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A Certificate of Dedication or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A letter of verification signed by the religious leader of the community.</td>
<td></td>
</tr>
</tbody>
</table>

* Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

Applications relating to pupils who have aptitude in drama, music or dance
(This sections relates only to applications made under criterion 7)
If you would like your child’s aptitude in Drama, Music or Dance to be taken into consideration, then please indicate below the area/s in which they have aptitude.

<table>
<thead>
<tr>
<th>Drama</th>
<th>Music</th>
<th>Dance</th>
</tr>
</thead>
</table>

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

Your name(s) in BLOCK CAPITALS

Your signature(s)

Date

For School use only

<table>
<thead>
<tr>
<th>Evidence provided</th>
<th>Date</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADMISSIONS POLICY FOR CATHOLIC VOLUNTARY ACADEMIES IN DERBY CITY

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

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

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

The Catholic Voluntary Academies listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious Education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

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

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

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

Parents/Carers should consult the Local Authority booklet “Primary Schools Admissions Handbook” which gives full details of the admissions process, including information on the admissions cycle. This information is also available online at www.derby.gov.uk

Application Procedure and Timetable
Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the closing date set by your home Local Authority.

In addition all applicants wishing to apply for a place under a faith criteria (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been made by the same closing date set by your home Local Authority for the return of the Common Application Form.
If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child’s chances of being offered a place.

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

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

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

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

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

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

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

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

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

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

Applications during the school year (In-Year Applications)
Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

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

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

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

Waiting Lists
Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school’s Waiting List. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

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

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

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

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

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

Infant Class Size Regulations
Infant classes of 5, 6 and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/carers do have a right of appeal in accordance with the Infant Class Size Regulations if the academy is oversubscribed and their child is refused a place.

Applications for twins / multiple birth children
Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.
Attendance at Nursery
Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school’s nursery does not guarantee that a place will be offered at the school and for children attending the school’s nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

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

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

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

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

First priority within each Oversubscription Criteria will be given to applications from children who will have siblings (see note 9) attending the school at the proposed time of admission.

Tie Breakers
If any of the above criteria are oversubscribed, priority, (after sibling 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 distance will be measured by the local authority and the data will be supplied to the governors. In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

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

2. A "looked after child" is a child who is:
   (a) in the care of a Local Authority, or
   (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

   A "previously looked after child" is a child who:
   (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or
   (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
   (c) became subject to a special guardianship order (see §14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

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

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

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

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

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

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

8. ‘Children of other faiths’ means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.
9. ‘Siblings’ means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. [It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.]

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

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

12. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.
Federation of St James’ CE VA Nursery, Infant and Junior Schools

St James’ CE Infant and Junior Schools

ADMISSIONS POLICY for the academic year 2018/19

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

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

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

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

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

1. A “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship – order 67. A looked after child is a child who is
   a) in the care of the local authority, or
   b) being provided with accommodation by the local authority in the exercise of their social services functions (see the definition in section 22(1) of the children Act 1989)

2. Additionally, places may be offered (if available) to siblings of children already attending our federated school and Rosehill Infant School who will still be at that school at the time of admission of the sibling. For the purposes of this admissions document, siblings are considered to be those children who live at the same address and either
   1. have one or both natural parents in common
   2. are related by a parent’s marriage
   3. are adopted or fostered

For the purpose of admissions cousins are not classed as brothers or sisters.
3. Children living within the Walbrook Epiphany ecclesiastical parish.

4. Requests would then be considered from children of parents (who wish their child to have a Church of England school education). Evidence of attendance at one of the Churches Together (see link below) at least once a month for 12 months prior to the application, is to be provided by a priest or minister of religion, representing the church. Churches Together are: http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx

5. Other children will then be considered for places should these be available.

**Please Note:**

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

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

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

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

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

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

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

**Deferred and part-time entry**

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

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

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

Please send correspondence to the Chair of Governors at:

St James’ CE Infant and Nursery School
Leonard Street
Derby
DE23 8EG
Tel 01332 229229
admin@stjames.derby.sch.uk

St James’ CE VA Junior School
Reginald Street
Derby
DE23 8FQ
Tel: 01332 229229
admin@stjamesj.derby.sch.uk
Parents/carers wishing their children to be admitted to St. Peter’s School need to apply directly to Children and Young People’s Services at Derby City Council, The Council House, Corporation Street, Derby DE1 2FS. The Council sends on all applications to the School Governors.

**Year 3 Admissions**

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

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

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

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

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

2. i) Children of regular worshippers* at the Parish Church of St. Peter who live within the parish
   ii) Children of regular worshippers* at the Parish Church of St. Peter who live outside the parish
   iii) Children of regular worshippers* at other parish churches where the church has no church-aided schools
   iv) Children of regular worshippers* of other Christian denominations who live within St. Peter’s Parish, as defined by the Churches Together** for Britain and Ireland.
3. Children who have a brother or sister*** attending the school in years 3 to 5 at the time of application.


5. Children of parents not resident in the Parish, but who are attending Carlyle Infant School at the time of application.

6. Children of parents not resident in the parish of St. Peter’s, Littleover.

7. Any other children will then be considered for places should these be available.

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

If the Governors have to make a choice between children with cases of equal strength (category 1 – 5), we will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the home address to the school entrance on Thornhill Road (DE23 6FZ) using the National Ordnance Survey set points. Note. The ‘home address’ is the address the child resides in at the time of application and at the time of admission, and in the case of split households, as shown by who receives the Child Benefit.

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

**Tie-breaker** - In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process.

The Governors reserve the right to refuse or withdraw places offered to children if the parents/carers have been found to provide the school misleading, or false information on their application form to gain entry.
The school returns the list of children accepted according to the above criteria to the Council who then informs both the successful and the unsuccessful applicants. The Council will also inform unsuccessful applicants of their right to appeal.

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

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

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

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

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

On receiving an appeal to the Governors decision, the case notes and all correspondence will be forwarded to the Diocesan Director of Education and
arrangements will then be made for an independent panel to consider the appeal.

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

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

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

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

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

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

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

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

** Churches Together in England are:
   - The Baptist Union of Great Britain
   - Council of African and Afro-Caribbean Churches
   - Church of Scotland Congregational Federation
   - Council of Oriental Orthodox Churches
   - Free Churches’ Council
   - Independent Methodist Churches
   - New Testament Assembly
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
Religious Society of Friends
Church of England
Salvation Army
Methodist Church
Moravian Church
Greek Orthodox Church
Roman Catholic Church
Wesleyan Holiness Church
Icthus Christian Fellowship
Russian Orthodox Church

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

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

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

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

2. Guiding Principles

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

3. Net capacity and Planned Admission Numbers

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

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

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

4. Local Authority Centralised Admissions Systems

All applications for admissions to St. Werburgh’s Primary School must be made via the Local Authority’s Centralised Admissions System. Parents must complete and return the LA Application Form and Derby City Faith schools Supplementary Application Form as St. Werburgh’s Primary School takes account of faith matters in implementing its Over-subscription Criteria. The Local Authority will submit a list of potential applicants to the
school. The Governors will then rank these under the School’s over subscription criteria, taking account of any supplementary application forms and/or supporting evidence received. The ranked list is then returned to the LA. Once the LA has received all relevant information places are offered and the school is informed. The LA will inform unsuccessful applicants of their right to appeal.

5. In Year Applications

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

6. Deferred and part-time entry

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

7. Education out of normal (chronological) age group

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

8. Appeals

In all Aided Schools, an independent panel should hear Admissions Appeals. The Derby Diocesan Board of Education will arrange appeal hearings for St.Werburgh’s Church of England Aided School. Parents should submit their appeal letter as quickly as possible and this should
then be forwarded to the DDBE, who will arrange a hearing within six school weeks.

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

9. Over subscription Criteria

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

- A 'looked after child'(a) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order; *

- Children who will have a sibling (b) attending the school at the time of the proposed admission

- Children whose parents are regular worshippers** at St.Werburgh’s Parish Church, Spondon, Derby and who can support their application with a letter of confirmation from the Parish Priest or Children whose parents are regular worshippers at Spondon Methodist Church, Spondon, Derby and can support their application with a letter of confirmation from the ordained Methodist Minister.

- Children resident within the Ecclesiastical Parish of St.Werburgh’s Spondon. (c)

- Children whose parents are regular worshippers at another Anglican Parish Church and who can support their application with a letter of confirmation from the Parish Priest.

- Other children.

In the case of a tie, priority will be given to the child living nearer to the school, measured by a straight line from the centre of the dwelling concerned to the school.
(a) A looked after child is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions.

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

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

* Parents requesting admission under this criterion may be required to provide documentary evidence.

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

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

Where a family has recently moved into the parish, a letter is required from the parish Priest or the ordained Methodist Minister of their previous parish or Church, confirming regular attendance against the above criteria.
Admission arrangements for entry during the school year 2018/19

1. Entry to the Nursery

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

2. Normal entry to the school

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

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

<table>
<thead>
<tr>
<th>Admission in 2017/18 academic year</th>
<th>Published admission number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Group</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Year 4</td>
<td>60</td>
</tr>
<tr>
<td>Year 5</td>
<td>43</td>
</tr>
<tr>
<td>Year 6</td>
<td>43</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 will have a brother or a sister* attending the school at the time of their admission.
3. Children living within the ecclesiastical parish of St Matthew’s, Darley Abbey.

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

5. Other children whose parents have requested a place.

6. Children whose parents did not request a place before the deadline date. If there is more than one late application, Criteria 1 – 5 will be applied.

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

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

In categories 2 – 6, when choices have to be made between satisfying the same criterion, the child’s home address on official school records will be used and children living nearest the school bell, measured by a straight line, have priority. 'Note: The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit or who last received it'.

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

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

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

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

3 Application at later stages

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

4 Appeals

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

October 2016
West Park School

Proposed Admissions Criteria 2018/2019

The admission limit of the school will be 260.

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

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

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

3. Those with a sibling currently attending the school or the sibling has attended the school within the last five years at the time of admission. Please request a Supplementary Information Form from the school. This form should be completed and returned to the school by the admissions closing date as stated below.

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

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

6. Other children whose parents have requested a place.

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

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

Closing Date: The national closing date is 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).

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.
Supplementary Information Form
Past Pupil Sibling Link for School Admissions

Please complete this Supplementary Information Form (SIF) so that we can carry out our admissions process.
The SIF is not an application form for admission to the school. You must apply through the Local Authority’s Common Application process.

Child Name: 

Date of Admission applied for: 

Past Pupil Sibling Name: 

Date elder sibling left West Park School: 

Parent Name: 

Parent Address: 

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

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

West Park School is a company limited by guarantee incorporated in England and Wales under number 7560177.
Registered Office: West Park School, West Road, Spondon, Derby, DE21 7BT
Wyndham Primary Academy
DETERMINED ADMISSION ARRANGEMENTS – 2018/2019

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

Special consideration for all year groups
Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional giving reasons why the school is the only school which could cater for the child’s particular needs. The evidence must be presented at the time of application. The school’s Admissions Committee will consider the written evidence provided to decide whether the application may be processed as special circumstances. Admission under special circumstances will have priority over all but the first numbered criteria.

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

Reception – admission oversubscription criteria

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

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

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

Definitions:

Looked After Children and Previously Looked After Children
A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Home Address
The child's place of residence is taken to be the parental home, other than in the case of children fostered by a Local Authority, where either the parental address or the foster parent's address may be used. ** In the case of split households the 'home address' is the address of the primary carer of the child, as shown by who received child benefit. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The school Admissions Committee may also seek proof of residence from the courts regarding parental responsibilities in these matters.

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

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

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

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

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

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

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

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

Chair of Governors

6/10/16.