

# Secondary Admissions

2019  
2020



Derby City Council

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Please note: If a child has a statement of special educational needs or Education Health and Care Plan (EHCP), this admissions handbook is not relevant because the admission arrangements for those pupils are different. We can send you a free booklet called 'Which School for my Child?' which explains the special arrangements for these children.

To get a copy, contact the Council on 01332 641414 or email [sendiass@derby.gov.uk](mailto:sendiass@derby.gov.uk)

# Glossary

**Important Information** Local authorities are not able to guarantee the availability of school places at any school, and this is the case even for schools where siblings attend. The Council must allocate school places strictly in line with the Published Admission Arrangements of the school and cannot take individual families circumstances into account.

**Academies** are all ability schools established by sponsors from business, faith or voluntary groups working in partnership with central Government. Governors are responsible for all admissions.

**Community schools** are managed by the head teacher and governors in partnership with Derby City Council, which arranges admissions to these schools.

**Voluntary aided schools** are jointly supported by the Church Diocesan Boards and Derby City Council. The governors employ all the staff and manage their admissions.

**Foundation schools** are maintained by the local authority, but the governors are responsible for all admissions.

**A University Technical College (UTC)** is a type of secondary school in England that is led by a sponsor university.

**Trust schools** are maintained schools owned by a trust, where the governors are responsible for all admissions.

**Special schools** are attended by children with a statement of special educational needs or Educational Health Care Plan (EHCP). Special schools provide for pupils whose degree of disability requires a more comprehensive specialist approach than a mainstream school or enhanced resource school can provide. Some experience of mainstream school may be possible. The Council is the admissions authority for all special schools.

**Enhanced resource schools** are mainstream schools with additional resources for particular children with statements of special educational needs or Educational Health Care Plan (EHCP) where there is more specialist support and staff. Pupils are not generally taught separately and are included in the mainstream classes.

**The catchment area** is a defined geographical area, which the school serves. If your child lives in the normal area of a school at the time of application and at the closing date and you request a place there, you will have priority over other children when the applications for admissions are considered. If you want to know which catchment area you live in, contact the Admissions Team on 01332 642350.

**The curriculum** is the range of learning opportunities provided by the school including the subjects studied and activities inside and outside the classroom such as extra curricular clubs, educational visits and field studies.

We use the word **parent** throughout the booklet. It means anyone who has legal responsibility for, or care of, a child.

**Independent Appeal Panels** are set up to hear any appeals against a refusal to offer a place at a school. The panels are completely independent of the school and the Council. Their decision is binding on everyone.

## Where to go for more information

For general enquiries contact:

Derby City Council, People Services, The Council House, Corporation Street, Derby DE1 2FS  
Tel: 01332 293111 Web: [www.derby.gov.uk](http://www.derby.gov.uk)

For admission enquiries contact 01332 642725 or email [secondary.admissions@derby.gov.uk](mailto:secondary.admissions@derby.gov.uk)

## Church of England Schools in Derby

The Derby Diocesan Board of Education, Church House, Full Street, Derby DE1 3DR Tel: 01332 388660

## Catholic Schools in Derby

The Education Service, The Diocesan Centre, Mornington Crescent, Mackworth, Derby DE22 4BD Tel: 01332 293833

**Secondary Transfer** means children who are transferring from an infant, junior or primary school to a secondary school in the following academic year.

**In year application** means for children who will be transferring from one secondary school to another secondary school.

# Apply Online

If your child is due to start year 7 at a secondary school in September 2019, you will have to apply for a school place. Paper application forms are available but many parents and carers find it easier and quicker to apply electronically using the online facility.

Advantages of applying online include ...

- it is quick and easy to do.
- you will get an email confirmation that your application has been received.
- the system helps you by checking for errors.
- there is no risk that your application will get lost in the post.
- the system has security procedures that will prevent anyone seeing information they are not entitled to see.
- available 24 hours a day seven days a week up until the closing date and time of 31 October 2018.
- on National Offer Day - 1 March 2019 - you can log into your account and see which school you have been offered. Paper applications will have to wait for a letter.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

To apply online visit [www.derby.gov.uk/secondary](http://www.derby.gov.uk/secondary)

# Who is responsible for School Admissions in Derby?

There are seven types of secondary school in Derby:

- Academy
- Community
- Voluntary aided
- Foundation
- Special
- Trust
- UTC.

For all Derby's community and special schools, Derby City Council is the admissions authority and is responsible for deciding the admission arrangements for children at these schools. The head teacher and school governors follow the Council's arrangements.

For voluntary aided, foundation schools, academies, the UTC and trust schools, the school governors are the admissions authority.

Special schools only admit pupils with statements of special educational needs or Educational Health Care Plan (EHCP), and the admissions for these schools are covered by separate arrangements.

See the free booklet 'Which School for my Child?' that explains the special arrangements for these children. To get a copy, contact the Council on 01332 641414 or email [sendiass@derby.gov.uk](mailto:sendiass@derby.gov.uk)

The admissions authority will decide on things such as:

- which area a school should normally serve - this is 'the catchment area' so the school serving the area is called 'the catchment area school'. Catchment areas in Derby can be seen by going to [www.derby.gov.uk/secondary](http://www.derby.gov.uk/secondary).
- arrangements for parents to say they prefer one school over another - this is known as stating a preference for a 'preferred' school
- the admissions criteria - the things the authority takes into account when deciding which children to admit to their school, if the applications go over the school's admission limit
- how parents can appeal against a decision not to offer a place at their preferred school.

## Admission limit

Each school has a limit to the number of pupils it can admit to the first year in the school - this is known as the 'intake year'. We show each school's admission limit at the back of this booklet (see pages 20-34). This limit is based on the amount of space available in the school and on past admissions.





# Starting Secondary School

## Going from primary to secondary school

The Council operates a co-ordinated admission scheme. The scheme applies to all maintained schools including Landau Forte College, the UTC but not independent or special schools.

If you live within Derby City Council's administrative area you will need to make your application on the Derby City Common Application Form for any school that you wish your child to attend. This includes schools that come under any other council's area, but not independent schools. You must return your application form by 31 October 2018.

By law, the Council must manage the admissions process on behalf of all schools serving its area, and will deal with all applications for school places in Derby.

## Applying for a place?

It is important that you apply for a place at the school or schools you would like your child to attend. You have a legal right to do this as a parent. It is parents' responsibility to establish which is the catchment area school for their address and whether any travel assistance is available before applying for a place at that school. It is also parents' responsibility to know which council's area they live in.

On the Application Form, you can:

- state up to three preferences for any secondary schools.
- show the order of schools that you prefer - the rank order - and give reasons for your preference.

If your catchment area school is not in your top three preferences you may request a place at your catchment area school as a fourth and lowest preference, in case your three preferred schools are unable to offer a place.

If you do not request a place at your catchment area school, and none of your three preferred schools are able to offer a place, your catchment area school may then be full also. We strongly recommend all parents to include the catchment area school as one preference.

If your catchment area school is in your top three preferences, you should name it as one of your three preferences, in your ranked order. If you include your catchment area school in your three preferences, you do not need to use the 'opt in' section of the form.

If you wish to apply for a school outside Derby City you will still need to do this on Derby City Council's Common Application Form. Forms should be returned direct to the Council at Admissions, The Council House, Corporation Street, Derby, DE1 2FS. The form can be completed electronically at [www.derby.gov.uk/secondary](http://www.derby.gov.uk/secondary)

**Important note:** You must think very carefully about your preferences and their order, as they can't be changed after the closing date unless you have moved address which changes your catchment area.

**Note:** If you put a second or third preference, this will not jeopardise your chance of getting your first preference.

## What if I have recently changed address?

We may need to see proof of residency, if the change of address has changed your catchment area. We may need to see proof of ownership or a tenancy agreement for your new property and proof that you no longer live at your old property, for further information see page 15.

## Can my child attend a school outside Derby?

The 1996 Education Act gives you the right to ask for your child to go to a school run by another council. If you want your child to attend a school outside Derby you should still fill in the Common Application Form from Derby City Council and include the school as one of your preferences.

## Can my child attend a Derby school if we don't live in Derby?

If you don't live in Derby but would like your child to attend a school in Derby, you will need to fill in a Common Application Form from the Council covering the area in which you live. We will look at your application using the admissions criteria on pages 20 - 34.



### Can my child transfer early?

In general, the Council believes it is better for 'able children' to stay with children of the same age. Able children who do this enjoy a richer and broader curriculum instead of being hurried through the education system, which may lead to difficulties later. Although the Council will not normally approve early transfer, we may allow an exceptionally able, mature child to transfer to secondary school at the age of 10+ rather than 11+. A child must show exceptional intellectual ability for the Council to consider an early transfer.

If you want the Council to consider your child for early transfer, you must talk about it to the head teacher of your child's present school by the end of the summer term - a full year before the proposed transfer.

### Acknowledging Applications

The Council will acknowledge all applications it receives within two weeks. This will state the ranking order of your schools and you should check this to make sure it is correct.

**Important note:** If you do not get an acknowledgement letter or email it means that we have not received your application form, or it has been processed using an old address. You must get an acknowledgement for your application to be considered, even if you have hand-delivered, or sent your application by Recorded or Special Delivery. If you do not get this letter at least one week before the closing date, please contact the Council as soon as possible on 01332 642727.

### The closing date

To apply, you must fill in the Common Application Form that you can get from schools or the Council. The closing date for applications is **31 October 2018**.

If you apply for a place after 31 October 2018 the admissions authority for the school will not look at your application in the first round of allocations to decide which children they can admit in the next school year. After that, if there are still spare places, the admissions authority will look at your application, along with any other applications that were not made by the closing date.

### What happens if I want to make changes to my application after the closing date?

Preferences can only be changed after the closing date if you change address. If you change your preferences after the closing date, it will turn your application from being an on-time application to one that is late. The Council will then deal with your application only after dealing with those that are on time. Applications are dealt with by using the address the child lives at the closing date. Reassessment of the new address will then be made after provisional offers have been decided.

## When will I know the result of my application?

On **1 March 2019**: this is 'National Offer Day' when parents of children living in Derby will be contacted, naming one school place for their child. Those who applied by telephone or paper form will be sent a letter second class posted out on this day. We will send an email to parents who apply online.

This offer will be for the highest-ranked school that can give your child a place. Parents who applied online will be able to view the offer by logging into their account on National Offer Day.

- If your highest ranked school can offer a place, all applications for schools ranked lower will be disregarded.
- If only your second preference can offer a place, applications for lower ranked preferences will be disregarded. The Council will then place your child on the waiting list for your first preference and will offer you the right of appeal (see page 13).
- If none of your preferred schools can offer a place, or you did not apply for any school, the Council will allocate your child a place at the catchment area school - if places are still available - or the next nearest Derby school with places available. You will be given the right of appeal for those schools ranked higher than your final offer.

The admission authorities must meet your request wherever possible - as long as this doesn't make the school overcrowded, see Admission Limit (see page

6). If you have religious or philosophical convictions that influence your choice of school, you should mention them in your application.

The Council, which maintains the school, or the governors of aided or foundation schools, will take the decision on whether your child can be offered a place. (Please also see Transport on page 14).

## What happens if my application is refused?

If your application is refused then you can appeal, please see page 13 for information on how to appeal. We will also add any unsuccessful preferences, higher than the offered place, on to a waiting list.

We will set up this list on 1 March 2019 and will keep it going up to the end of the first term. After this date, schools may keep a waiting list of children who have still not been offered places. Schools do not have to keep a waiting list, so you will need to check that your preferred school/schools will carry on keeping the list.

Children will be ranked on all waiting lists according to the order of the over-subscription criteria, each schools criteria can be found on pages 20-34. This ranking can change as new pupils go on to, or come off, the waiting list. We will add any applications we receive after the closing date to the waiting list, using the rank order.





# Changing Secondary School-In Year

## Changing secondary schools during the school year

We process applications to secondary schools for all parents living in Derby City Council's catchment area. As a parent you have a legal right to express a preference for a school that you want your child to attend. If your preferred school has a place, then a place should be offered to your child.

Moving your child to another secondary school is a very serious step to take. It can affect your child in many ways. It is important that you consider whether a transfer is really the best option. Before deciding to move your child to another school, please read this information carefully.

Moving to a new school may not mean that a problem is solved - it can happen again and could be worse because your child will not know who their new teachers and other pupils are. Your child and their needs will not be known to staff. Many things that worry parents and pupils can be sorted out without the need to move schools. Talking to your child and staff at your child's present school should avoid a transfer between schools in almost all circumstances.

Whilst all schools follow the National Curriculum, schools will teach different topics at different times of the year. If your child moves school, they are likely to miss work, which will affect their ability to be entered for, or be successful in, examinations and national tests. This is especially important once pupils reach Years 10 and 11, when it is unlikely that they will be able to take the same options at a new school.

For these reasons, we will always refer requests for transfer back to their current school, unless the request has resulted from a house move where the pupils cannot travel to their current or previous school.

- If your child is unhappy at school or you feel that your child is being bullied, speak to their class tutor or head of year or make an appointment to see the Headteacher.
- If you have a complaint about the school, the teachers or the work your child is doing and it cannot be resolved by the teaching staff, put your complaint in writing to the school's governors.
- If your child is not attending school, talk to your child about why they do not want to attend and speak to their teachers. You can also talk to an Education Welfare Officer on 01332 641448.

## Applying for a place

If you want to apply for a secondary school place in Derby City, you can contact us on 01332 642350 or [secondary.admissions@derby.gov.uk](mailto:secondary.admissions@derby.gov.uk) to request an application form, and to find out which schools have places, or you can complete a form at [www.derby.gov.uk/secondary](http://www.derby.gov.uk/secondary).

You can apply for most schools as an 'in-year' applicant on your common application form, the schools that you cannot apply for as an 'in-year' applicant are the UTC, Landau Forte College or any independent school

## Can my child attend a school outside of Derby?

If you want to apply for a school outside of the city you will need to contact the Council where the school is to enquire about the application process.

## Can my child attend a Derby school if we don't live in Derby?

Yes, if you want to apply for a school in Derby, you can contact us on 01332 642725, or email: [admissions@derby.gov.uk](mailto:admissions@derby.gov.uk) to find out which schools have vacancies, and request an application form, or you can submit an eform at [www.derby.gov.uk/secondary](http://www.derby.gov.uk/secondary).

## What if I have recently changed address?

We may need to see proof of residency, if the change of address has changed your catchment area. We may need to see proof of ownership or a tenancy agreement for your new property and proof that you no longer live at your old property, for further information see page 15.

## How places are allocated

Please see the section how places are allocated on page 12.

## When will I know the result of my in-year application?

A decision will be sent to you within 15 school days of us receiving the application and will be one of the three outcomes listed below ...

- A school place is offered where your child meets the criteria for a place at your first preferred school.

- A school place is offered at the highest rank school where your child meets the criteria for a place at the second or subsequent preferred school.
- Where it is not possible to offer your highest ranked school, your child is added to that school's waiting list and you are informed of how to appeal to the Independent Appeal Panel if you wish to.

## When will my child start at the new school?

If your child already has a school place in the city, we have to give schools six weeks to arrange your child's admission. If your child is currently out of school, we have to give schools two weeks to arrange the admission.

## What happens about transfer at 16+?

Schools can set academic entry criteria in their sixth form admission arrangements. The criteria must be the same for both external and internal places. Please contact the school or college directly for information on the admissions criteria, and how to make an application.

Young people continuing with education after the age of 16 can attend school sixth forms or further education colleges. Your child's school and the Connexions service will be able to help with advice and information. Some students may qualify for financial help (see page 16).

## Moving into Derby?

Contact the Admissions Team on 01332 642725 or email [secondary.admissions@derby.gov.uk](mailto:secondary.admissions@derby.gov.uk) if you need help or further information.

## 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 ...

- Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education.
- Children who have been out of education for two months or more.
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
- Children who are carers.
- Children who are homeless.
- Children with unsupportive family backgrounds for whom a place has not been sought.
- Children with special educational needs, disabilities or medical conditions but do not have a Statement of Special Educational Needs or Educational Health Care Plan (EHCP).

**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 reasonable distance outside of the normal admissions round.



# How places are allocated

For community schools, the Council, as the admission authority, will decide about the offer or refusal of a place.

For academy, foundation, the UTC, trust or voluntary-aided schools, the Council will offer or refuse a place on behalf of the school governors who are the admissions authority.

Once the admission limit is reached, the admissions authority cannot offer any more places, even to children who have moved into the school's catchment area.

The admissions limit covers admissions for the whole school year. In years other than the first year, the admissions authority may be able to admit pupils above the admission limit if it chooses. However, they must take into account the school's physical capacity.

Schools must allocate places in accordance with their over-subscription criteria, each school's criteria can be seen on pages 20 – 34.

Pupils who have a statement of special educational needs, which the Council considers can best be met in a particular school, will be given priority admission over all others.

Places will be allocated using the home address of the child – 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.

We will give places to those parents who have made a preference before those parents who have not made any preference.

If you are applying for a change of secondary school, outside the normal admissions round, first priority will be given to pupils who have not been on a school roll during the academic year of application.

## Are admission arrangements different for voluntary-aided, foundation, trust, The UTC and academies?

Yes, because arrangements for admission to voluntary-aided, academies, foundation, The UTC and trust schools, and the decisions about which children are offered a place, are the responsibility of the school governors.

If you want your child to attend a foundation, trust, voluntary-aided school, or an academy you should include it on the Common Application Form that you can get from the Council or the school.

If the school is over-subscribed then the school governors will look at the applications, and they will use their own admissions criteria. The information at the back of this booklet gives the numbers of applications received and the number of places at each school. We will write to you, on behalf of the governors at the school, informing you of their decision. If your child's application is refused, we will explain how you can appeal in the letter.

## How do academies, foundation schools, UTC, Trust Schools and Voluntary-aided decide who has priority?

We show the criteria the schools use on pages 20-34. When schools keep a waiting list of children who have not been offered a place, they use the same order of priority as when they first gave places. Pupils who have a statement of special educational needs, which the Council considers can best be met in a particular school, will be given priority admission over all others.



# Appeals

In many cases, schools will be able to meet all requests for admission. Some schools, however, may have to turn down some applications if the number of children seeking a place is above their admission limit. If your child is turned down from the school that you prefer, you will be told in the letter we send you on National Offer Day. You should contact the Admissions Team on 01332 642697 or email [admissions@derby.gov.uk](mailto:admissions@derby.gov.uk) for advice and information on other schools. The letter will also give information about how you can appeal against the decision if, after discussing the issue with the Council, you are unhappy with the other school we offer you.

If you want to appeal against a decision not to admit your child to a community school, you must first fill in an Appeal Form, available from the Council, (address on page 3). You must lodge your appeal within three weeks of receiving your refusal letter. Appeal forms submitted after this date will not be processed within the main batch of appeals unless there are exceptional circumstances why your form was late.

For foundation, trust, the UTC, voluntary-aided school, or an academy, you can get information about how to appeal from the school.

## How do I appeal?

### Community schools

- For secondary transfers for the next September, you must return the Appeal Form by the date in the decision letter.
- For admissions at other times of the year, you should return the Appeal Form to the Council within three weeks of its receipt.
- The Advisory Centre for Education provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, Special Education Needs and attendance. For advice, call 0300 0115 142 Monday - Wednesday 10am - 1pm, term-time only. For further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk)
- Appeals which are sent in late are not normally processed within the main batch of appeals, but if you do not return your appeal form within the 21 days time limit, because of exceptional circumstances, you should return your completed appeal form as soon as possible, and send a covering letter to explain why your appeal was late. Clerk to the Independent Appeals Panel will then decide whether your appeal will be allowed

to go ahead with the main block or not.

- An Independent Appeal Panel will consider your case. This meets especially to look at your appeal, although the panel may hear a number of individual cases in turn at the same meeting. The panel normally meets during the Summer term for September admissions, or as soon as they can be arranged at other times.
- The Council's Strategic Director of Resources will tell you about the time and place of the appeal hearing.
- The hearings are usually held in private. You can ask a friend to come with you or you can arrange for someone to come on your behalf.
- You, or your representative, will be given the opportunity to speak in support of the case.
- The Strategic Director of Resources will write and tell you of the Panel's final decision.
- This decision must be accepted by all parties as the Panel's decision is binding - The Strategic Director for People Services or their staff, City Councillors or Members of Parliament cannot change the decision.
- We won't consider a further appeal for the same school in the same academic year, unless there are significant and material changes in your circumstances or those of the school.
- For secondary transfer applications made within the normal admissions round appeals must be heard within 40 school days of the deadline for lodging appeals as detailed on the decision letter.
- For late applications appeals should be heard within 40 school days from the deadline date for lodging appeals where possible, or within 30 school days of the appeal being lodged.



# Transport

## Will the Council help with transport?

Most parents choose a school for their child within walking distance of their home. The walking distance is given, in law, as three miles for children aged eight and over.

We measure the distance by the shortest available route. There may be exceptions to this if the Council decides the route to the school is dangerous for an accompanied child to walk, or if your child is entitled to Free School Meals or you are in receipt of the maximum entitlement of Working Tax Credit.

If your child is attending school full-time, but has no school within walking distance of your home where we can make suitable arrangements for them to attend, we will help with transport to the nearest suitable school. We will give help up to the end of compulsory school age - this is the end of the school year in which your child reaches the age of 16.

We issue bus passes or refunds where appropriate and we arrange special contract transport if public transport is not available. If you choose to send your child to a school which is further away, even though we can make suitable arrangements for your child to attend at a school within walking distance, we will not normally provide help with transport. However, if your child is entitled to Free School Meals, or you are in receipt of the maximum entitlement to Working Tax Credit, transport may be provided to one of the three nearest schools if the child lives more than two miles, but not more than six miles from that school, or to the nearest school based on religion or belief up to a maximum of 15 miles.

Transport may be given on medical grounds, if the request is supported by medical evidence.

**Important note:** At St Benedict - A Catholic Voluntary Academy, and St John Houghton Catholic School, only children attending for faith reasons who are entitled to Free School Meals or if their parents are in receipt of the maximum entitlement to Working Tax Credit will be entitled to free transport.

The school must be the nearest Faith School, and the child must live more than two miles but less than 15 miles from the school.

## What happens if my child moves during examination years?

The Council provides help with transport for children in years 10 and 11 who, after moving home, want to stay at their current school to finish their examination courses. The school must be outside the walking distance from your new home, and we must agree that the journey is 'reasonably practicable' for your child. If we agree to this, then we will repay the extra transport costs for your child to attend the school at the public transport rate.

## Where can I get more information?

Contact the Admissions Team at the Council on 01332 642725 if you have any questions about whether your child qualifies for transport or how to ask for a review if appropriate. The Transport Policy can be read on-line by visiting [www.derby.gov.uk/schoolstransport](http://www.derby.gov.uk/schoolstransport).

The Council's strategy for sustainable travel can also be viewed by visiting [www.derby.gov.uk](http://www.derby.gov.uk).

# Other Information

## Attending School

Parents must, by law, make sure their child receives 'sufficient and suitable' education until they reach the school leaving age. If you choose to send your child to a school, you must make sure they go to school every day and arrive on time. The Council has a legal duty to see that you do this. If you want help our Education Welfare Service can help you work through poor attendance. The Council sometimes takes legal action. If you're worried, ask for advice from the school or the Education Welfare Service on 01332 641448. Help at an early stage is, usually, the best way forward.

Your child must go to school regularly to make satisfactory educational progress. Of course, your child may have to stay away due to illness or other reasons, but they should only be off when it is absolutely essential. Your child's school, or the Council, can advise you when it is acceptable, by law, to be away. When your child is off, you must let school know as soon as possible, giving the reason.

Schools have to record in the register all of their pupils' absences. Every year, they also have to publish the absences that they have agreed to, and where they are not agreed, in the School Profile. They must also include, in your child's yearly reports, the number of times your child has been absent without authority.

The Local Authority recommends to schools that they adopt the Authority's Leave of Absence Policy with regard to term time holidays. You will need to check with your child's school what policy they have.

**Note:** Unauthorised leave could result in your child being removed from the schools roll.

## What happens if I change address?

House Moves - In all cases including those outlined below, if your catchment area changes we will need to see proof that it is your main residential address. A main residential address is where your child lives at time of application and admission. In cases where children share residency of parents at different addresses, we will take the main address as the one from which parent receives Child Benefit. If this information is insufficient or inconclusive, the Council can request further information.

We need this information to prevent school places being gained fraudulently. Admission authorities have the right to withdraw the offer of a school place if it is found that it was obtained on the basis of a fraudulent or intentionally misleading application, up to one term after admission.

If, after one term, it's found that the place was obtained in this way, any brothers or sisters of the child will not benefit from 'sibling priority'.

We cannot consider informal living arrangements unless there are very special circumstances for which we will need to see proof.

We need to see the end of tenancy or proof of sale of the original property and tenancy agreement for the new property 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. If this information is insufficient or inconclusive, the Council can request further information.

Applications for entry into Reception, Year 3 and Year 7 in September 2019.

What happens if:

- **I move before the closing date?** If you move before the closing date and can provide proof that you were resident at that address before the closing date, your application will be assessed from that address.
- **I move after the closing date but before National Offer Day?** If you move after the closing date but before the offers have been made, we will assess your application from where you were living at the closing date. Once the decisions have been made on National Offer Day we will update your address for waiting list purposes if we haven't been able to offer you your preferred school.
- **I move to a new address after National Offer Day?** If you change address after the National Offer Day, but want to keep the place at the school we have offered you, we will re-assess your application from your new address to see if you would still have been offered the place and let you know the decision.  
**IMPORTANT:** We measure distances from home to school by straight line using national Ordnance

Survey Set Points, if you move further away than the last person offered, we may have to withdraw the school place.

- **I own more than one property?** If you also own a property within 20 miles of the school(s) stated on your application form, the property closer to the school may not be accepted even if the other property is rented out to somebody else. If this information is insufficient, or inconclusive, the Council can request further information.
- **I am new to the City?** If you move into the city and cannot show proof as above, the residency will be calculated using the furthest point to the city boundary from the school applied for.

## Short Stay Schools

The Council is responsible for providing education to those children who have been excluded from school or who are without school placement. The Behaviour Support Service delivers this in the pupil referral unit. There are a number of places across Derby providing appropriate education at Key Stages 2 - 4. We provide this in partnership with other agencies to offer a wider educational experience, including vocational and college options at Key Stage 4. The Council will place a child temporarily in the unit until a school placement has been identified.

The child is referred for placement through the exclusion process or through the Secondary Behaviour Panel, and when ready, placed at schools by the In-Year Fair Access Panel. Children may be placed at any school in the city, regardless of the pupil numbers already at that school. The short stay school also provides time-limited, part-time placements for children in danger of permanent exclusion from their mainstream school.

## Did you know the age for staying in learning has increased?

Current legislation - referred to as the Raising of the Participation Age - states that from 2013 all young people needed to stay in some form of learning until the age of 17, increased to the age of 18 from 2015.

## How will this affect your child?

This doesn't necessarily mean staying at school - there are other options available to your son or daughter when they finish Year 11. They can choose whether to stay on in full time education, for example in school or college, take an Apprenticeship or undertake part-time training if they are working or volunteering for more than 20 hours per week.

## What help is out there?

Connexions as part of Derby City Council - that provide information, advice and guidance on careers and learning to students - will be informing you about the options available and helping to prepare young people to make the best decisions.

## School dress

This issue is for school governors to decide. The Council believes that any rules on school dress should take into account the cost and should not be too expensive.

## Access to school records

You may see the educational records, which the school keeps of your child if you give the school enough notice. The school has to comply with data protection laws and you should contact the head teacher of the school if you want to do this.

## Annual School prospectus

Schools produce their own prospectus, which must include information about special educational needs and what they provide for disabled people.





Blenheim Drive, Allestree, Derby DE22 2LW Telephone: 01332 551921

Headteacher: Mr Brady Session times: 8.45 - 3.10pm

Age Range	Specialism	Open Evening	Where is uniform available from?			Does the school maintain a waiting list after the first term?		
11-18	None	Contact the school	School tie and badge from School			Yes		
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower	
			Yes	Yes	Yes	Yes	Yes	

Year 7 Intake Offers - Including Appeals Allowed											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Looked after	Catchment area Sibling	Catchment Area	Out of Area Sibling	Out of area	Allocated	Applications refused
2016	225	409	226	0	0	54	90	25	57	0	20
2017	225	446	225	0	1	53	111	29	31	0	44
2018	225	480	222	0	1	44	101	14	62	0	72

## Over-Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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 still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters attending the school at the time of their admission.
5. A child with a parent/carer who are employed at Allestree Woodlands School
6. Other children whose parents have stated Woodlands School as a preference on the common application form.
7. Children whose parents stated Woodlands School as a preference on the common application form but did not return the form to Derby City Council by the closing date.

Tiebreaker for applications of equal strength: children living nearest to the school, measured by the a straight line, have priority. The line will be measured from the home address to the school using the national ordnance survey set point. For the purposes of admissions, we class a brother or sister as:

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

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

**Admission Limit: 240**

**Furthest distance offered: 2.259 miles**

# Map of schools in Derby

## Key

### Secondary Schools ■

#### Academy

The governors of the school are the admission authority

#### Community

Derby City Council is the admission authority

#### Foundation

The governors of the school are the admission authority

#### Trust

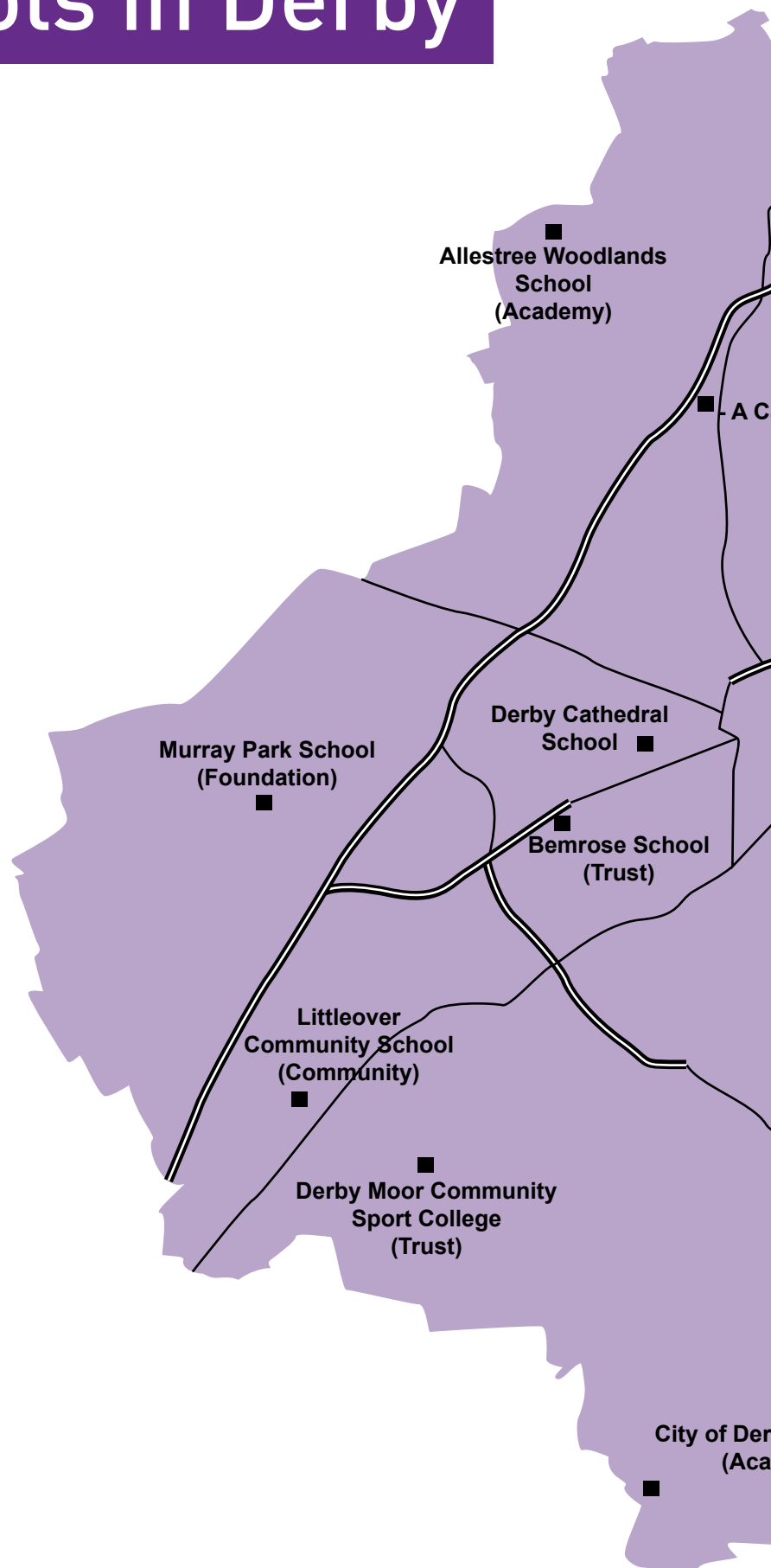
The governors of the school are the admission authority

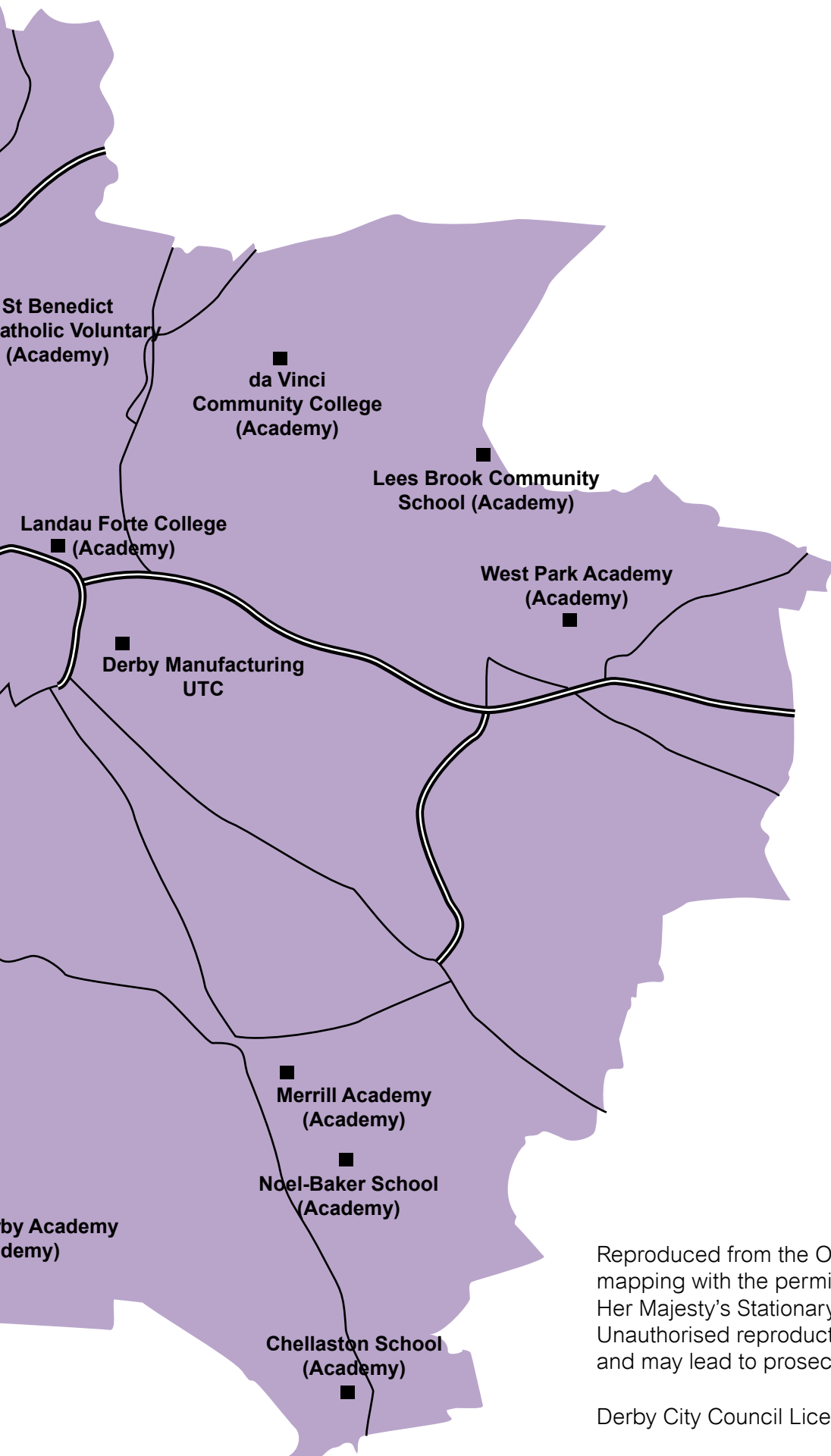
#### Voluntary Aided

The governors of the school are the admission authority

#### UTC

The governors of the school are the admission authority





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Uttoxeter New Road, Derby DE22 3HU Telephone: 01332 366711 Headteacher: Mr Wilkinson  
Session times: 8.30 - 2.50pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
3-19	None	Contact the school	No official supplier	No			
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes	Yes	Yes	Yes - in Primary School

Year 7 Intake Offers											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Looked After	Catchment Area Siblings	Catchment Area	Out of Area Siblings	Out of Area	Allocated	Applications Refused
2016	180	289	180	0	0	20	55	15	45	45	0
2017	180	303	180	0	0	17	55	15	27	66	0
2018	220	281	216	0	0	17	61	21	26	91	0

## Over-Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. [A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).]
2. Children who are living in the normal area served by the school, prioritised by distance with brothers or sisters attending the school at the time of their admission.
3. Other children living in the normal area prioritised by distance
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission.
5. Other children whose parents have stated The Bemrose School as a preference on the common application form.
6. Children whose parents stated The Bemrose School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.

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

**Admission Limit: 220**

**Furthest distance offered: 2.896 miles**



Swarkestone Road, Chellaston, Derby DE73 5UB Telephone: 01332 702502

**Headteacher:** Mr Gaiderman **Acting Headteacher:** Mrs Rumsey **Session times:** 8.30 - 3.00pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
11-18	Technology	Contact the school	Uniformity, Borrowwash	No			
<b>Accessibility</b>			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes - including lift	Yes	Yes	No

Year 7 Intake Offers									
Intake	Admissions Limit	Number of Applications	Offers	Children Looked After	Catchment Area	Siblings	Special Needs	Out of Area	Applications refused
2016	265	492	281	1	279	0	1	0	58
2017	265	480	270	0	268	0	2	0	82
2018	265	598	307	4	303	0	0	0	137

## Over-Subscription Criteria

- 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).
- Children permanently residing in the normal catchment area at the time of admission.
- Children who have brothers or sisters in Years 7 to 11 attending the Academy at the time of their admission.
- Other children whose parents have requested a place.
- 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.

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).

## Admission Limit: 300

**Furthest distance offered: 4.976 miles**

The new housing development currently known as Fellow Lands Way, will be excluded from the catchment area of Chellaston Academy and added to the catchment area of Noel Baker Academy. The change relates to new housing only at Fellow Lands Way and will not impact on existing properties.

# City of Derby Academy Academy

Farmhouse Road, Sinfin, Derby DE24 3AR Telephone: 01332 270450

Headteacher: Mr Smith Session times: 8.40 - 3pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?				
11-16	None	Contact the school	Trutex via in-school pop up shops and online	The Council will maintain the waiting list for the school				
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower	
			Yes	Yes	Yes	Yes	Yes	

Year 7 Intake Offers											
Intake	Admissions Limit	Number of Applications	Offers	SEN	Children Looked After	Catchment Area Siblings	Catchment Area	Out of Area Siblings	Out of Area	Allocated	Applications Refused
2016	221	346	221	0	0	35	87	14	24	61	0
2017	210	309	210	0	0	37	97	5	21	50	0
2018	210	266	201	0	0	40	70	3	19	69	0

## Over-Subscription Criteria

The City of Derby Academy will first accept all pupils with a statutory right to a place through a Statement of Special Educational Needs or an Education Health and Care Plan naming the Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

- Looked After children or previously Looked After Children.
- Children who are both living in the catchment area served by the Academy and have siblings\* on roll at the Academy at the time of application.
- Other children living in the catchment area at the time of admission.
- Children who do not live in the catchment area served by the Academy but who have siblings on roll at the Academy at the time of application. Other children whose parents have requested a place.
- Children whose parents did not request a place by 31 October 2018.

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

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

**Admission Limit: 210**

**Furthest distance offered: 2.672 miles**

St Andrew's View, Breadsall, Derby DE21 4ET Telephone: 01332 831515

Headteacher: Mrs Roberts Session times: 8.55 - 3.25pm

Age Range	Specialism	Open Evening	Where is uniform available from?		Does the school maintain a waiting list after the first term?		
11-16	None	26 September	Uniform Direct		The Council will maintain the waiting list for this school		
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes	Yes	Yes	Yes

Year 7 Intake Offers											
Intake	Admissions Limit	Number of Applications	Offers	SEN	Children Looked After	Catchment Area Siblings	Catchment Area	Out of Area Siblings	Out of Area	Allocated	Applications Refused
2016	150	189	129	0	0	28	63	1	7	30	0
2017	150	181	131	2	0	29	53	1	6	40	0
2018	150	187	146	0	0	19	67	1	19	40	0

## Over-Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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 2018.

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**

**Furthest distance offered: 2.483 miles**

# Derby Cathedral School Academy

Midland House, Nelson Street, Derby DE1 2SA **Email:** info@derbycathedralschool.org.uk  
**Principal:** Mr Inglis **Session times:** Core 8.45 – 15.15 (Extended day available, 8.00 – 16.25)

Age Range	Specialism	Open Evening	Where is uniform available from?	Waiting list after 1st term
11-18	Music and Mathematics	See website announcements	Simply Uniform (Derby)	Yes

Accessibility	Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
	Yes	Yes	Yes	Yes	Yes – shower

Year 7 Intake Offers		
Intake	Admissions Limit	Number of Applications
2018	180	308

## Over subscription criteria

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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. 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. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered.

3. Children eligible for the pupil premium. Evidence of eligibility will need to be submitted with the application. See notes on eligibility.
4. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
5. Siblings of pupils attending the school at the time the application is received. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

## Admission Limit: 180



# Derby Manufacturing UTC

## University Technical College

Locomotive Way, Pride Park, Derby, Derbyshire **Telephone:** 01332 477400

**Principal/CEO:** Mr Wheatcroft **Session times:** 8.30 - 4pm

Age Range	Specialism	Open Evening	Where is uniform available from?
14-19	Engineering/ Manufacture and science	Contact the school	Uniformity

### Over subscription criteria

Where the Derby Manufacturing UTC is oversubscribed; if the number of applications is greater than the Published Admissions Number, the following criteria in rank order will be used to allocate places:

- I. Learners who are, or who have previously been, in the care of the Local Authority; ie. Children in public care (looked after children) and adopted children who were previously looked after.
- II. Remaining places will be allocated randomly within the geographical bandings indicated on the map in Appendix I as follows:
  1. 50% of learners resident using the home address within 5 miles of the UTC site, within in catchment band A as indicated in Appendix I.
  2. 30% of learners resident using the home address 5 miles but less than 10 miles from the UTC site, within the catchment band B as indicated in Appendix I.
  3. 20% of learners resident using the home address the Catchment Area 10 miles and over away from the UTC site.
  4. If there are fewer applications received for any band than the stated % the remaining places will be allocated proportionately across the other 2 geographical bands.

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

### The admission limit for year 10: 180

Moorway Lane, Littleover, Derby DE23 2FS Telephone: 01332 772706

**Principal:** Mr Smith **Session times:** 8.35 - 3.05pm (Mon, Tues, Thurs, Fri)  
8.35 - 2.45pm (Wednesday)

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?				
11-19	None	4 October 5 - 7.30pm	Morleys or Uniform Direct	The Council will maintain the waiting list for this school				
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower	
			Yes	Yes	Yes	Yes	Yes	

### Year 7 Intake Offers - Including Appeals Allowed

Intake	Admissions Limit	Number of applications	Offers	SEN	Children Look after	Catchment area Sibling	Catchment Area	Out of Area Sibling	Out of area	Allocated	Applications refused
2016	266	637	266	0	1	52	98	56	59	0	94
2017	266	641	266	0	0	102	144	31	18	0	272
2018	266	633	266	0	1	58	108	43	55	0	143

## Over-Subscription Criteria

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

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order 67.
2. Children who are both living in the Normal Area or Catchment Area served by the school and have siblings (brothers or sisters) of compulsory school age still attending the school at the time of their admission.
3. Other children living<sup>1</sup> in the normal area at the time of admission.
4. Children who do not live in the Normal Area served by the school but who have siblings (brothers or sisters) of compulsory school age attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the Local Authority deadline for completion of the Common Application Form.

For the purposes of admissions, we class brother or sister as having one or both natural parents in common are related by a parent's marriage are adopted or fostered.

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

For categories 1 to 5, when we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. 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, we will allocate places to those living nearest to the school, measured by a straight line. The line will be measured for 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: 300**

**Furthest distance offered: 4.961 miles**

Year 7 Intake Offers								
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Looked after	Siblings	Random Allocation	Applications refused
2016	168	794	168		Contact the school			
2017	168	794	168		Contact the school			256
2018	168	938	168		Contact the school			376

The Academy will consider all applications for places. Where fewer than 168 applications are received, the Academy will offer places to all those who have applied.

**Procedures where the Academy is oversubscribed**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Places will be allocated in accordance with the principles of Fair Banding.

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

84 places will be offered to the applicants from the defined Catchment Area 2, which is an encircled geographical area measuring 4.75 miles in radius from the Centre of the College and includes all of the remaining 12 electoral wards of the City of Derby but excludes 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 to applicants from the other catchment area.

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

Accessibility	Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
	Yes	Yes	Yes	Yes	Yes

**Over-Subscription Criteria**

- a. Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>67</sup>. A Looked After Child is defined as a child who is (i) in care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social care functions (see the definition in section 22(1) of the Children Act 1989).
- b. Children who have a Statement of Special Educational Need or Education Health Care Plan and where the Academy is named.
- c. Siblings of an existing student at the time of admission will be given preference provided that the applicant lives in the defined Catchment Area 1 or defined Catchment Area 2 (without prejudice to the conditions set out at a) or b) Siblings are defined as brothers or sisters who are either (i) a blood relative or (ii) are a sibling by legal adoption.
- d. Thereafter places will be allocated on a random basis within each stanine of ability. There will be a maximum of 50% in total of students from each of the defined catchment areas subject to sufficient applications being received.
- e. Should places still be available following allocation of places in Catchment areas 1 and 2 these will be allocated on a random basis.

**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.

**Admission Limit: 219**

**Furthest distance offered: 4.769 miles**

Morley Road, Chaddesden, Derby DE21 4QX Telephone: 01332 671723

Headteacher: Mrs House Session times: Mon - Fri - 8.45 - 3.10pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?				
11-18	None	26 September 6.30-8.30pm	Morleys	The Council will maintain the waiting list for this school				
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower	
			Yes	Yes	Yes	Yes	Shower only	

Year 7 intake offers											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Looked after	Catchment area Sibling	Catchment Area	Out of Area Sibling	Out of area	Allocated	Applications refused
2016	219	351	219	0	1	51	76	25	60	6	0
2017	219	332	219	1	0	42	82	30	58	6	0
2018	219	334	219	0	0	33	106	41	39	0	17

## Over-Subscription Criteria

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

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

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

**Admission Limit: 219**

**Furthest distance offered: 5.315 miles**



# Littleover Community School

## Community school

Pastures Hill, Littleover, Derby DE23 4BZ Telephone: 01332 513219

Headteacher: Mr Venkatesh Session times: 8.40 - 3.15pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
11-19	Science Language	4 October	Morleys Uniform Direct	The Council will maintain the waiting list for the school			
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes - sloping site issues	No - very difficult between buildings and no lift to many classrooms	Yes	No

Year 7 Intake Offers											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Looked after	Catchment Area Sibling	Catchment Area	Out of Area Sibling	Out of Area	Allocated	Applications refused
2016	295	893	295	0	3	91	143	15	43	0	188
2017	295	925	295	0	0	102	144	31	18	0	272
2018	295	1012	295	2	0	62	228	2	0	0	358

## Over-Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age 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 2018.

For the purposes of admissions, we class a brother or sister as having one or both natural parents in common are related by a parent's marriage are adopted or fostered.

## 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. In the unlikely event that 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. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

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

For categories 1 to 5, when we have to make a choice between children who meet the same criteria, we will give priority to the child living nearest the school, measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points. 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: 295**

**Furthest distance offered: 1.522 miles**

Brackens Lane, Alvaston, Derby DE24 0AN Telephone: 01332 576777

**Head of Academy:** Mr Shepherd **Session times:** 8.55 - 3.10pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
11-19	None	Contact the school	From the school, online or local stores	No			
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes	Yes	Yes	Yes

Year 7 Intake Offers											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Looked After	Catchment Area Siblings	Catchment Area	Out of Area Siblings	Out of Area	Allocated	Applications refused
2016	210	276	167	0	0	12	39	9	35	72	0
2017	240	315	237	0	0	13	32	6	25	161	0
2018	240	233	172	2	0	22	62	19	30	37	0

### Over-Subscription Criteria

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

Tiebreaker: in the event that the Academy has not met its intended admission number within the first three criteria above, then priority will be given to the applicant whose permanent address is nearest to the Academy measured by a straight line. The line will be measured from the home address to the school using the National Ordnance Survey set points.

Siblings are defined as brothers and sisters who have one or both natural parents in common, are related by marriage or are adopted or fostered. Brothers and sisters must be living at the same address.

**Admission Limit: 240**

**Furthest distance offered: 2.312miles**

## Murray Park School

### Foundation school

Murray Road, Mickleover, Derby DE3 9LL **Telephone:** 01332 515921

**Headteacher:** Mrs Caley **Session times:** 8.40 - 3pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
11-16	None	18 September 4-7pm	Morley's School Outfitters, Chaddesden, Uniform Direct and Uniformity	Yes			
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes - a number of first floor classrooms, no lifts	Yes	Yes	No

Year 7 Intake Offers - Including Appeals Allowed											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Look after	Catchment area Sibling	Catchment Area	Out of Area Sibling	Out of area	Allocated	Applications refused
2016	220	322	190	0	0	32	72	15	38	33	0
2017	220	343	179	0	0	24	62	13	42	38	0
2018	220	312	197	1	0	29	72	20	55	20	0

### Over-Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order<sup>67</sup>. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Those living in the defined "normal catchment" area (map available).
3. Siblings of those students who will be attending the school at the date of admission – in order of proximity.
4. Proximity to the school.

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

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

### Admission Limit: 220

Furthest distance offered: 3.211 miles

# Noel-Baker Academy

## Academy

Bracknell Drive, Alvaston, Derby DE24 0BR **Telephone:** 01332 572026 **Headteacher:** Ms Donaghy  
**Session times:** 8.45am - 3.10pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
11-18	Language	Contact the school	Uniform Direct, Babington Lane, Derby DE1 1 SX	Yes			
Accessibility			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes	Yes	Yes	Yes

Year 7 Intake Offers - Including Appeals Allowed											
Intake	Admissions Limit	Number of applications	Offers	SEN	Children Look after	Catchment area Sibling	Catchment Area	Out of Area Sibling	Out of area	Allocated	Applications refused
2016	280	371	280	0	2	53	111	16	76	22	0
2017	280	429	280	0	1	69	149	32	29	0	8
2018	280	340	262	0	0	65	100	26	58	13	0

## Over-Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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.
3. Other children living in the normal area at the time of admission.
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission.
5. Other children whose parents have requested a school place.
6. Children whose parents did not request a place before the Derby city Council deadline.

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.

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

**Admission Limit: 280**

**Furthest distance offered: 4.109 miles**



Duffield Road, Darley Abbey, Derby DE22 1JD Telephone: 01332 557032

Headteacher: Mr Gritton Session times: 8.40 - 3pm

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?
11-18	Performing Arts	Contact the School	Morley's and Uniform Direct	Yes
Accessibility			Disabled Parking	Basic Wheelchair access into main school building
			Yes	Yes
			Basic wheelchair access into all buildings on site	Disabled Toilet
			Yes	Yes
				Hygiene Room inc. changing bed/shower
				Yes

Year 7 Intake Offers																	
Intake	Admissions Limit	Number of applications	Offers	SEN	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Cat. 5	Cat. 6	Cat. 7	Cat. 8	Cat. 9	Cat. 10	Cat. 11	Cat. 12	Cat. 13
2016	245	431	233	0	86	1	16	13	7	110	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2017	245	449	245	0	1	99	0	35	18	0	11	81	N/A	N/A	N/A	N/A	N/A
2018	245	399	242	0	1	76	2	4	33	1	1	61	N/A	N/A	N/A	N/A	N/A

## 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) 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' but immediately after being looked after became subject to an adoption, residence or special guardianship order. A baptism certificate or other proof of baptism is required.
2. Catholic children.
3. Other children who are 'looked after' or who were 'previously looked after' but immediately after being looked after became subject to an adoption, residence or special guardianship order.
4. Catechumens, Candidates and members of Eastern Christian Churches.
5. Children of other Christian denominations whose membership is evidenced by a minister of religion.
6. Children of other faiths whose membership is evidenced by a religious leader.
7. Children with aptitude in drama, music or dance (please refer to additional information required with application).
8. Any other children.

## Discriminators

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

**Second priority** within the criteria will be given to applications from children who will have siblings 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.

## Definition of Sibling

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

**Admission Limit: 245**

**Furthest distance offered: 5.443 miles**

Age Range	Specialism	Open Evening	Where is uniform available from?	Does the school maintain a waiting list after the first term?			
11-16	Maths and Computing	Contact the school	Morley's School Outfitters, Chaddesden	No			
<b>Accessibility</b>			Disabled Parking	Basic Wheelchair access into main school building	Basic wheelchair access into all buildings on site	Disabled Toilet	Hygiene Room inc. changing bed/shower
			Yes	Yes	No - sloping site	Yes	No

Year 7 Intake Offers											
Intake	Admissions Limit	Number of Applications	Offers	SEN	Children Looked After	Catchment Area Siblings	Catchment Area	Out of Area Siblings	Out of Area	Allocated	Applications Refused
2016	250	429	250	0	0	44	144	16	46	0	14
2017	250	449	260	1	1	58	156	36	8	0	8
2018	260	549	278	2	2	87	151	36	0	0	114

## Over-Subscription Criteria

- 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\*.
- 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.
- 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).
- 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.
- When Governors consider that there are medical grounds for admitting the pupil supported by a doctor's certificate.
- Other children whose parents have requested a place.
- 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.

**Admission Limit: 290**

**Furthest distance offered: 6.325 miles**

## Term Dates 2018 / 2019

Autumn	Thursday 6 September to Friday 26 October Monday 5 November to Friday 21 December
Spring	Monday 7 January to Friday 15 February Monday 25 February to Friday 12 April
Summer	Monday 29 April to Friday 24 May Monday 3 June to Thursday 25 July

## Term Dates 2019 / 2020

Autumn	Friday 6 September to Friday 25 October Monday 4 November to Friday 20 December
Spring	Monday 6 January to Friday 14 February Monday 24 February to Friday 3 April
Summer	Monday 20 April to Friday 22 May Monday 1 June to Friday 24 July



We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 642730  
Minicom: 01332 640666

## Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 642730 Tel. tekstowy: 01332 640666

## Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 642730 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

## Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č.: 01332 642730 Minicom 01332 640666.

## Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرا: 01332 642730 منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council

Derby City Council The Council House Corporation Street Derby DE1 2FS  
www.derby.gov.uk

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