



Derby City Council

# Applying for a Primary School Place 2018/19

## Applying for infant/primary/junior school place

This leaflet will give you information on how to make an application if your child is due to start school in **September 2018** or if your child is due to transfer from infant to junior school in **September 2018**.

You will need to fill in only one application, no matter how many schools you want to apply for. There is no need to fill out a separate application for each school.

For children starting school or transferring from Infant to Junior School, the closing date for applications is midnight on **15 January 2018**. Applying after this deadline may reduce your chances of getting a place at your preferred school, as late applications must be considered after all on time applications.

**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.

## Starting School

If your child was born between 1 September 2013 and 31 August 2014, you should apply for a school place, even if your child already attends a nursery class attached to an infant or primary school.

By law parents must make sure children start full-time education when they reach compulsory school age – the start of the first term after their fifth birthday.

## Summer Born Children

Parents of children born between 1 April and 31 August 2014 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 into Reception rather than Year 1.

Children will be educated out of their normal age group in only a small number of exceptional circumstances. However 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 by **15 January 2018 and** submit a request for admission out of the normal age group at the same time. More information about this may be found at **[www.gov.uk/government/publications/summer-born-children-school-admission](http://www.gov.uk/government/publications/summer-born-children-school-admission)** and on page 8 of the Primary Handbook on the City Council website at **[www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/](http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/)**

## The Bemrose School

The Bemrose School became an all-through school for pupils aged 3-18 from September 2014 and has a Reception intake. Pupils who are admitted into the primary phase of the school can continue in to Year 7 without the need for parents to re-apply for a place in Year 7.

## Infant to Junior Transfer

If your child is due transfer from an infant school to a junior school in September 2018, then you will have to apply for a school place.

There are only a few *primary* schools that take in extra children in Year 3 as part of the Junior Transfer application process. Any other primary schools named will be disregarded

- Dale Community Primary School
- Hardwick Primary School
- St. John Fisher Catholic Voluntary Academy

This leaflet will help you apply for your child's place but it is only a summary. Full information is available in the 'Primary Admissions Handbook 2018 - 2019'. You can read the guide for parents at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) or find reference copies in schools.

If your child has a Statement of Special Educational Needs or Educational Health and Care Plan (EHCP) you need to contact Derby City Council's 0-25 Vulnerable Learners' Service on **01332 642425, 642653, 643007**.

## How Do I Apply

It is the sole responsibility of parents to apply for a place, not the responsibility of nursery or school staff but we will help as much as we can.

You need to fill in an application form - **preferably online**, but you can also apply by phone or on paper. On your application you can apply for up to 3 schools. Your list of preferred schools can include schools outside Derby City. You need to list the schools in order of preference with your most preferred school listed first. You will be able to apply from 6 November 2017.

We prefer you to apply online at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) which is quick and easy to do. If you apply online you will receive an email to confirm your application has been received and there is also no risk of your application getting lost in the post. The online system will be available 24 hours a day until the closing date of 15 January 2018.

If you would like to make a telephone application you will need to call **01332 642728 or 642730**, which will take about 5 minutes.

When you apply online remember to make a note of your username, password and secret question information - because **no decisions can be given on the telephone**.

### Online information

Username:

Password:

Secret question:

Secret answer (case sensitive):

## Changing 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 may 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 may request further information.**

### **Applications for entry into Reception, Year 3 and Year 7 in September 2018**

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 may 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.

## What happens next?

We process all the applications, dealing with those received by the closing date first. If a school has more applications than places available, they are offered according to the criteria given in the Admissions Handbook, and on pages 6 and 7 of this leaflet.

Most schools in Derby have a catchment area criteria and children living in the area are given a higher priority when places are offered. You can check your catchment area at [www.derby.gov.uk](http://www.derby.gov.uk).

If you have applied for any school places outside of Derby, we provide details of your application to the relevant council who will decide whether a place can be offered to your child.

Schools hold open evenings for parents to look around and speak to teachers, and these can be useful. You can find more information about these from the schools you are interested in.

When you make your application you should consider how your child will get to school as you are responsible for getting them there. Information on school transport is available in the Primary Admissions Handbook, at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) or 01332 642729.

If we cannot offer a place at any of your chosen schools your child will be allocated a place at the catchment area school – if places are still available – or the next nearest school with places available.

## What happens if I am not offered the school I want?

Your child will automatically go on a waiting list for any school you listed as a higher preference than the one you were offered. You can appeal against the decision and we will advise you how to appeal.

## Important Dates

**6 November 2017** - online applications available at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps)

**6 November 2017** - telephone applications available on 01332 642728 or 01332 642730.

**15 January 2018** - closing date for applications; any applications made after this date will be late and considered after all on time applications.

**16 April 2018** - National Offer Day. If you applied online you will be able to view your offer online from 16 April 2018. For those who did not apply online, we will post your offer in a letter sent Second Class on this date.

**No decisions can be given over the phone.**

## Applying for infant/primary/junior schools 'in year'

We process applications to infant/junior/primary schools for all parents living in Derby City Council's catchment area. If you want to apply for a school place at a different school.

If you live in Derby City Council's area and want to apply to transfer to a school, 'in-year' in another Council's area, you will need to apply to that Council directly.

Please contact 01332 642728 for further advice.

## Do you want to change schools?

Moving to a new school is a very serious step to take. If you are **not** moving address but considering changing your child's school, it is important to consider whether a transfer is the best option.

- Moving to a new school may not mean that a problem is solved. Your child's needs may not be known to staff at the new school.
- How will your child cope with learning new rules and having to do things differently?
- If your child has brothers or sisters at the same school, transferring one child may affect the others. Will it be difficult for you to have children attending different schools?

If they mention that they are being bullied or not getting on with other pupils, please speak to your child's class teacher in order to try and resolve the situation. Schools in Derby have an 'Anti-Bullying Policy' which must be followed.

If you are still unhappy about the way the school is dealing with your concerns, you should make an appointment to speak to the Headteacher. You may also write to the Chair of the school's Governing Body.

## School admissions criteria

Below is the criteria used for Community Schools. The criteria for Academy, Trust, Foundation, Free and Voluntary Aided schools can be found in the Primary Admissions Handbook.

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 attending the school at the time of their admission.
3. Other children living in the catchment area at the time of their 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 15 January 2018.

Pupils who have a statement of special educational needs or Educational Health and Care Plan (EHCP), which the Council considers can best be met in a particular school, will be given priority admission over all others.

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

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

Contact	Phone Number	Email / Web address
Education Welfare	01332 641448	www.derby.gov.uk
Free School Meals	01332 643425	www.derby.gov.uk
In Year Admissions	01332 642728	primary.admissions@derby.gov.uk
Reception / Junior Intake	01332 642730	primary.admissions@derby.gov.uk
School Transport	01332 642729	
0-25 Vulnerable Learners' Service	01332 642425 01332 642653 01332 643007	sendadmin@derby.gov.uk

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 کرم 01332 642730 پر ہم سے رابطہ کریں۔  
منی کام 01332 640666

