



Admissions Policy

STATUTORY POLICY

Review: Annually

Next Review Date: June 2022

Role	Name
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers – Headteacher Jayne Saxton – SBO

Brockley Primary School follows the Derbyshire County Council Admissions Policy. The school admissions are coordinated by the Admissions Team at Derbyshire County Council and all applications for places in our school are handled by this centrally co-ordinated team.

Admissions criteria

Under the 1996 Education Act, parents have a legal right to express a preference for which school you want your child to attend. The county council and school governors have a general duty to meet this preference – as long as it does not “prejudice the provision of efficient education or the efficient use of resources” or the council or governors are required to take extra measures under the Key Stage 1 class size legislation.

Even if your child attends a nursery class at a school or co-located children’s centre you must make a new application for a reception place. Children do not transfer automatically. Attendance at a particular nursery gives no priority for a place at an infant or primary school.

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the following order of priority will be adopted.

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission.
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds.
6. Other children whose parents have requested a place.

Where, in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line) will be given preference.

Community and voluntary controlled schools individual pupils who have an Education, Health and Care Plan which names the school will be admitted.

Appeals

When parents are unable to obtain a place for their child at the school they want, they can appeal against the decision to an appeal panel independent of the council and the school.

You can get more information and make your appeal online at www.derbyshire.gov.uk/admissions or contact the Admissions and Transport Team at admissions.transport@derbyshire.gov.uk or call them on 01629 537499.

The decision reached by the independent panel will be binding on the council and the parents. A further application in respect of the same school will not be entertained in the same academic year unless significant and material changes in circumstances arise.

For further information on the Derbyshire County Council Admissions Process please following the link below:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place>.

Early Years Education Admissions

All children have the right to a free early years education place in the term following their third birthday, subject to the availability of places. Free places are available for up to 15 hours per week over a minimum of two days and may be taken with more than one early year's providers. Parents may choose their free early years provision from a range of schools, academies, private, voluntary or independent (PVI) educational settings, including childminders, or a combination of these.

Schools and PVI providers should, where reasonably practicable, be flexible in how they offer the free entitlement. For details of early years settings contact Call Derbyshire on 01629 533190 or visit www.derbyshire.gov.uk/FIS

The 15 hours must be provided free of charge. Some providers will be able to offer additional hours for which parents will be charged, but this cannot be a condition of accessing the free provision. From September 2017, many three and four year olds will be eligible to an additional 15 hours of free early year's education. These additional hours are primarily for the children of working parents in households where both parents are working (or the sole parent is working in a lone parent family) and include self-employed and those working on zero hours contracts. Parents must check their eligibility with HMRC. If they are eligible they will be issued with an 11 digit code which they should take to their school/provider in order to secure a place for the additional hours. Parents are only legally entitled to start claiming for a 30 hours place the term following the date they receive the decision from HMRC. For more details of the 30 hours including the eligibility checking service visit www.childcarechoices.gov.uk

Parents may choose their free early years provision from a range of council-run, private, voluntary or independent educational settings or a combination of these. Some parts of Derbyshire provide council-run nursery schools or classes. Children may be considered for a place on a part-time basis of up to 15 hours per week, but usually they cannot join until the start of the term following their third birthday.

Parents should contact the Head teacher of the relevant school or setting which they wish their child to attend. If too many places are requested in council-run schools or nurseries, governors will use the following order of priorities:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area of the school at the time of application and admission.

4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.

5. Other children whose parents have requested a place.

Where, in the case of 3 or 4 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line) will be given preference.

Parents have no automatic right to a nursery place for their child in their normal area school. Parents should not be allocated places in more than one council-run school for their child. Priority should be given to children accessing the universal offer of 15 hours before places for the additional hours are allocated.

If a child cannot be admitted to a nursery class at their parents' preferred school they should make representations to the Headteacher in the first instance.

Providers of nursery education should adopt an inclusive approach, promoting equality of opportunity, particularly to the most disadvantaged, children in care and children with a disability or special need.

Term 1: September – December

Term 2: January – March

Term 3: April – August

Transferring from early years to primary education

Children who have received early years provision or attended a council run nursery school or class will normally go into full time infant education in September in the school year in which they become five years old.

A place in a school's nursery class does not guarantee a reception place; a new application must be made for a reception place.

By law, you must arrange for your child to start school full time at the beginning of the term (in this context, a term is as defined in legislation, see below) after his or her fifth birthday – unless you make arrangements to educate your child otherwise than at school.

All children are eligible for a full-time place in the September following their fourth birthday.

On the offer of a place you have the right to defer admission until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the place was offered. You can also request that your child attends part-time until they reach compulsory school age.

If your child is summer born (i.e. born between the beginning of April and end of August) and you do not take up a reception place in the academic year and choose to make an application for the following September, the application will normally be considered for admission into year 1.

Exceptionally, if your child is summer born and you do not feel they are ready for school you can request that they enter reception class in the September after their fifth birthday. If you are considering this option you should in the first instance discuss it with your child's pre-school

provider, prospective future headteacher and any other professionals involved as soon as possible. If after discussion you then wish to make a formal request you should contact the Admissions and Transport Team for a copy of the Council's policy on the admission of children outside of their normal age group by emailing admissions.transport@derbyshire.gov.uk or call 01629 537479.

Requests should be submitted in the spring term and no later than the 31 March preceding the normal year of admission and will need to be accompanied by evidence to show that delayed admission into reception would be in the child's best interests. All relevant factors will be considered when assessing requests against the Council's policy on the admission of children outside of their normal age group.

Please note that if a request is not agreed then a place may be offered in year 1.

Further information on Early Years Education and Nursery Admissions can be found using the following link:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place>.

Date	Details of Changes	Name	Approval Date	New Version No	Website
1.6.20	<p>New policy cover sheet added</p> <p>Opening paragraph amended</p> <p>Admission criteria updated in line with DCC updated guidance and recommendations from DCC Admissions Team</p> <p>Appeal information updated in line with DCC updated guidance</p> <p>Early Years Admissions information updated in line with DCC guidance</p> <p>Website links added for signposting parents to further information</p> <p>Page numbers added</p>	ES JS JS JS JS JS ES		Two	
25.6.21	<p>Review date and Version number amended on cover sheet</p> <p>Amendment log moved to back of policy</p>	JS	25.6.21	Three	Yes