

Fritchley CofE (Aided) Primary and Nursery School

‘Life in all its fullness’ John 10:10

Here at Fritchley, we believe in celebrating the uniqueness of individual learners and offer a warm welcome to all. The staff are driven by passion and a deep desire to nurture curiosity, cultivate kindness and embed knowledge.



Admissions Policy 2027/28

Aims

- To give clear guidelines regarding annual admission arrangements.
- To have admission arrangements that are clear, reasonable and objective for the benefit of all children, including those with special educational needs or disabilities.
- To ensure that all admission requests are treated reasonably.
- To ensure the Published Admission Number is set at 15.

Legal Requirements.

This policy has been written in accordance with:-

- [School Standards and Framework Act 1998](#)
- [Education Act 1998 and 2002](#)
- [DfE \(2022\) Schools Admission Appeals Code](#)
- [DfE \(2021\) School Admissions Code](#)

The Admissions Authority for Fritchley CofE (Aided) Primary and Nursery School is Derbyshire County Council. They are responsible for the admissions policy and decisions on applications for admission to the school. All policies are reviewed and determined annually..

Implementing the Policy

The Local Authority (LA), diocese and neighbouring schools will be consulted on admission arrangements.

Pupils will not be admitted above the Published Admissions Number (PAN) unless exceptional circumstances apply (see Oversubscription Criteria below).

Procedure for putting the policy into place

The Co-ordinated Scheme for admissions enables parents to apply for up to three primary schools and receive a single offer of a place. Parents have to complete a common application form, provided by the LA, in order to apply for places at all schools. The LA will then act as a clearing house for the admissions of all Derbyshire pupils.

All applications are considered against each school's PAN. If there are more applications than there are places available at a school, places will be allocated according to the school's oversubscription admissions criteria. If a place can be offered at more than one school, then a place will be offered at the highest priority school for which the child is eligible.

Derbyshire LA's form invites parents/guardians to name their preferred school(s) by 3.30pm on 15th January 2026 (closing date). On 16th April 2027 or the next working day, all parents will be informed of their allocated school place.

Children will be admitted to the reception class as follows:

- A child whose fifth birthday falls on or between 1 September and 31 August will be offered a full time place from September of that academic year.

Mid-term requests will also be dealt with by the Derbyshire Co-ordinated Scheme for admissions.

If parents/guardians are refused a place for their child, they should appeal to the LA who will inform the governing body who, in turn will initiate an appeal hearing through Derby Diocesan Board of Education.

Oversubscription Criteria

In the event that the school receives more than 15 applications for admissions to the reception class, at the start of any academic year, the following criteria will be applied by the governing body to

decide which children are offered a place. The criteria are ranked in the order in which they will be applied i.e. priority will be given to those applicants who meet the first criterion.

1. Looked After Children (LAC) and previously LAC (PLAC).
 - a. A looked after child is defined as a child who is (one of the following):
 - i. in the care of a local authority; or
 - ii. being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989).
 - b. A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):
 - i. adopted;
 - ii. became subject to a Special Guardianship order; or
 - iii. became subject to a Child Arrangements Order.
 - c. You must submit evidence of your child's previously looked after status (a copy of the court order and evidence of being in local authority care) with your application.
 - d. IAPLAC - Internationally Adopted Previously Looked After Children. For children who were in state care outside of England and were then adopted, you must submit evidence with your application so this priority can be verified. The evidence must show:
 - e. Your child's adoption (an adoption order or adoption birth certificate); and - that they were in state care outside England (a letter from the state).
2. Children with a sibling already on the school roll. For reasons of clarity a definition of sibling is as follows:
 - A brother and/or sister
 - A half-brother and/or half-sister
 - A legally adopted child regarded as a brother or sister.
 - A step-brother and/or step-sister residing in the same family unit.
 - A child of parent's partner living in the same family unit.
 - A legally fostered child regarded as a brother or sisiter.

The older sibling should be attending the school at the time of new admission.

3. Other children who live within St Mary's parish boundary and / or the normal catchment area of Fritchley CofE (Aided) Primary and Nursery School. A map of St Mary's parish boundary is attached.
4. Other children whose parents have requested a place at Fritchley CofE (Aided) Primary and Nursery School.

Tie-breaker

In the case of a tie-breaker, the order of applicants within any of the above criteria will be determined by their proximity to the school, measured by the straight line. (see NOTE below)

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

NOTE

The LA has introduced a GIS system to assist where it is necessary to measure by the straight line. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is again taken from the postal address file and will be the centre of the school.

Waiting List

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admissions criteria. The waiting list will be maintained until the 31st December of the following year. The waiting list will be re-ranked every time a child is added or withdrawn. If a place becomes available it will be offered to the first person on the waiting list.

Fair Access Protocols

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

Education Health and Care Plan

Any child with an Education Health and Care Plan naming Fritchley CofE (Aided) Primary and Nursery School must be given a place. If the application is received once all places have been allocated, it will be a permitted exception at Key Stage 1.

Applications for twins / multiple birth children

Where a place available is offered to a child from a twin or multiple birth the governing body will normally offer places to both twins, triplets etc. even if this means exceeding the PAN.

Full or Part time attendance

A parent may apply for their child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part-time basis, they must meet first with the headteacher to discuss their choice.

Deferred Entry

There is no legal requirement for a child to start school until the beginning of the term in which the child's fifth birthday falls. However, if a parent is offered and accepts a place during the normal admissions round, but asks to defer their child's entry until he or she is of compulsory age. While a child is below statutory school age, the parent may choose to defer their child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

Summer born children and delayed entry into reception for the following year

Each application for such a delay is treated by the school on an individual basis, considering the evidence supplied - this will be from professionals who know the child and from parents. If parents wish to request this, they need to apply in the chronological year (i.e., the year in which the child would normally be entering school) and at the same time submit a request to the school for delayed to reception for the following year. If the governing body agree this after reviewing the evidence for the request and, in consultation with the headteacher and any other people involved with the child, then the place cannot be held open, and the parent will need to apply again the next year in the normal way. The school will then treat and rank the application according to the criteria published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed, there is no guarantee of a place being available at the school for the following year.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/guardians may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally

have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.. Further details of how to make such a request are available from the school.

Service personnel & crown servants

For children of UK service professionals and crown servants, the following procedure will be adhered to:

- A place will be allocated to the child in advance of the family arriving in the area named in the application form, where one is available.
- The application must be accompanied with an official letter confirming the relocation date.
- The address at which the child will live will be used when considering the application against the oversubscription criteria – a unit or quartering address must be used where this is requested by the child's parents.
- The application will not be refused on the grounds of the child not currently living in the area or not currently having an intended address, nor will places be uniquely reserved.
- The arrangements for service children will be in line with the government's commitment to removing disadvantage for service children.

Appeals

Derby Diocesan Board of Education will arrange appeal hearings for Fritchley CofE (Aided) Primary and Nursery School. Appeals are heard by a panel who are independent of the school and the Board of Education. Parents should lodge their appeal with Derbyshire County Council, within 20 days of receiving the letter allocating a school place. Derby Diocesan Board of Education will arrange a hearing within 30 school days of the appeal being lodged. (School Admission Appeals Code Section 2).

This policy has been approved by the governing body and will apply to all new admissions from September 2027 onwards.

