

FRITCHLEY CoFE (AIDED) PRIMARY AND NURSERY SCHOOL



'At Fritchley CofE (Aided) Primary and Nursery School we learn and achieve together within a safe, respectful and welcoming Christian community. Our children's spiritual and moral development is nurtured by our values, enabling them to fulfil their potential and giving them the confidence needed to be lifelong learners and problem solvers in the wider world.'

ADMISSIONS POLICY 2025-2026

Aims

- To give clear guidelines regarding annual admission arrangements.
- To have admission criteria 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 16.

Legal Requirements

This policy has been written in accordance with:-

- School Standards and Framework Act 1998 <https://www.legislation.gov.uk/ukpga/1998/31/contents>
- Education Act 1998 and 2002 <https://www.legislation.gov.uk/ukpga/2002/32/contents>
- Schools Admission Appeals Code 2022 <https://www.gov.uk/government/publications/school-admissions-appeals-code>
- DfE (2021) 'School Admissions Code' <https://www.gov.uk/government/publications/school-admissions-code--2>

Implementing the Policy

The LA, Diocese and neighbouring schools will be consulted on admission arrangements.

Pupils will not be admitted above the Published Admissions Number 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 Authority will then act as a clearing house for the admissions of all Derbyshire pupils.

All applications are considered against each school's published admissions number. If there are more applications than there are places available at a school, places will be allocated according to the school's published 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 to name their preferred school(s) by 3.30pm on 13th January 2025 (closing date). On 14th April 2025 all parents will be informed of their allocated school place.

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

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.

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, the Governors will agree to defer entry until January of the same academic year. The place will be held for that child and is not available to be offered to another child.

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

Fair Access Protocols

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

Education out of normal (chronological) age group

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

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.

Education Health and Care Plan

Any child with an Education Health and Care Plan naming the 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 Governors will normally offer places to both twins, triplets etc. even if this means exceeding the planned admission number.

Appeals

An independent panel will hear Admissions Appeals. The Derby Diocesan Board of Education will arrange appeal hearings for Fritchley School. Parents should lodge their appeal within 20 days with Derbyshire County Council, who will pass it on to the Derby Diocesan Board of Education to arrange a hearing within 30 school days of the deadline for lodging an appeal (School Admission Appeals Code Section 2).

Oversubscription Criteria

In the event that the school receives more than 16 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 sister.

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.
- 5. 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.
- 6. 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.

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.

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. If a place becomes available it will be offered to the first person on the waiting list.

This policy has been approved by the Governing Body and will apply to all new admissions from September 2025 onwards.

Footnote
Churches Together in England
(See www.churches-together.org.uk for further details on membership)

