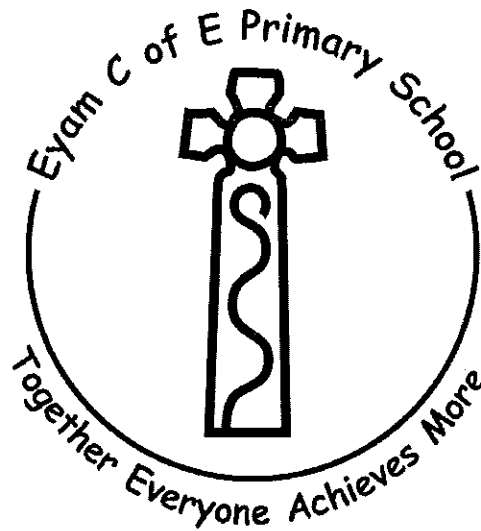


# Eyam C of E Primary School

## Admissions Policy

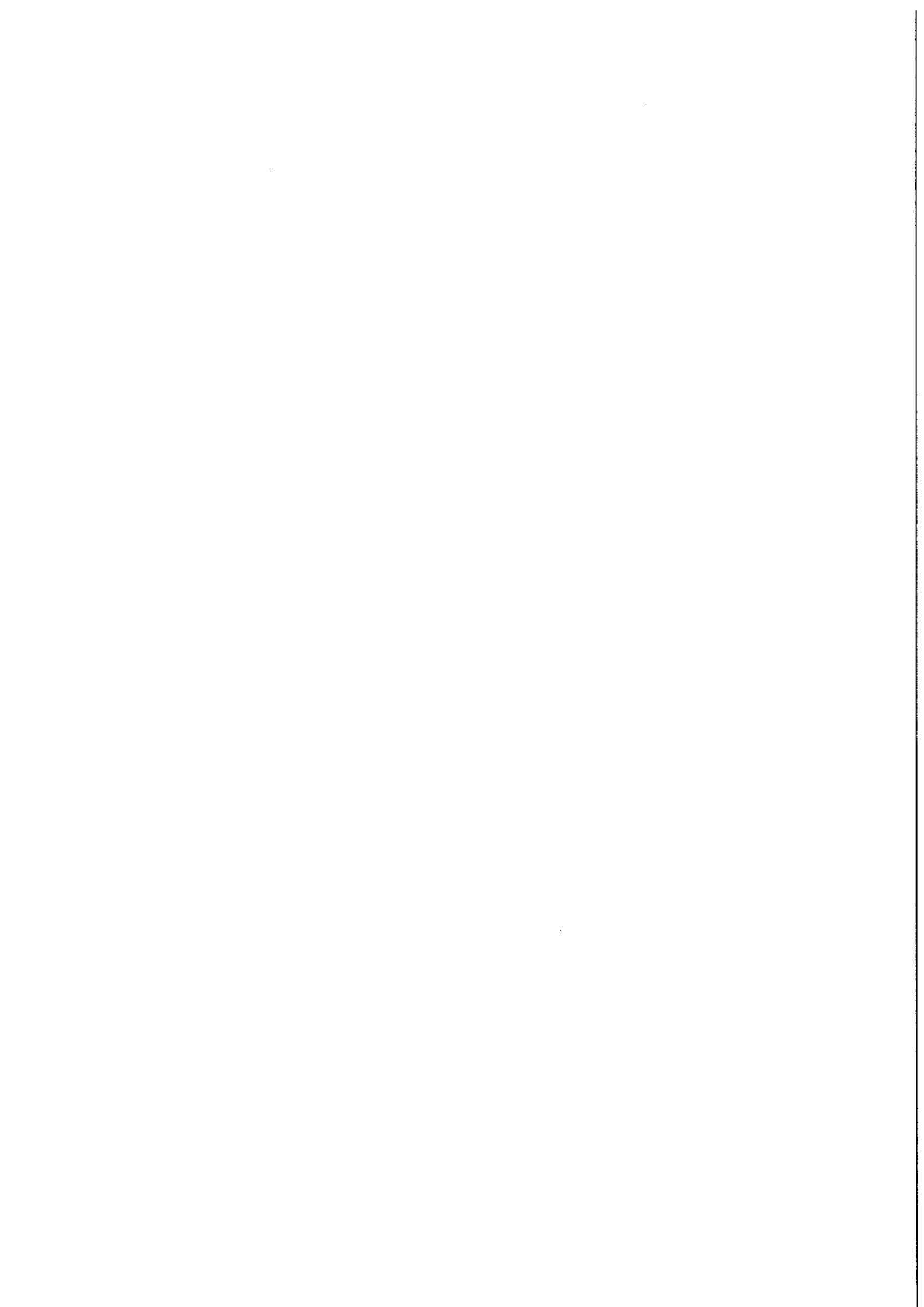


Agreed: September 2017

Annual Review Date: September 2018 (annual review)

*Eyam School will be a thriving community built of self-motivated, resilient learners who work together using critical thinking skills to achieve and celebrate success through a culture of respect.*

Signed by R. C. Heywood on behalf of the Governing Body Date 27.9.2017



# **Eyam C of E Primary School**

## **ADMISSIONS POLICY**

**Eyam School's admissions policy is that of Derbyshire Education Authority.**

### **ADMISSION OF CHILDREN TO SCHOOLS**

The Education Authority is responsible for making general arrangements to place children at all Derbyshire's community and voluntary controlled schools.

Each year primary schools have to admit eligible pupils on request up to their published admission number (this is 12 at Eyam).

### **CRITERIA FOR ADMISSIONS**

#### **Community and Voluntary Controlled Schools:**

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

1. Children living in the normal area served by the school at the time of admission (including those living in another local education authority's area).
2. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission.
3. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds.
4. Other children whose parents have requested a place.

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

Individual pupils who have learning difficulties and/or a physical or sensory impairment and whose special educational needs can best be met in the school will be given priority where so determined by the Authority in consultation with the governing body.

#### **Early Years Education**

All children have the right to an Early Years education place in the term following their fourth birthday. Free places are available for up to five sessions per week of a minimum of two and a half hours duration and may be taken with one or more of the early years providers. Enquiries about early years settings should be made to the Early Years Section, Centre for School Improvement, Dale Road, Matlock DE4 3RD.  
Tel: 01629 580000 ext. 2990

#### **Primary Education**

By law, parents must arrange for their children to start school full-time at the beginning of the term after the fifth birthday – unless they make other arrangements which satisfy the Education Authority.

However, Derbyshire Education Authority has determined that all Derbyshire Community and Voluntary Controlled schools admit children full-time as follows: -

- A child whose fifth birthday falls on or between 1 September and 31 August may start school in September.

On the offer of a place the parents have the right to defer admission until the statutory school age.

As all children now receive at least two terms of full-time provision in a reception class or nursery, part-time admission is no longer deemed necessary.

### **Arranging a Primary School Place for Children**

Parents are invited to express their preferences for schools within their own LA's area on a common application form, which the school will make available to all parents resident in its area. Applications will only be considered on the common application form. The form enables parents to:

- express their preferences; and
- give their reasons for applying for their preferred schools.

Parents must make application to the school of their choice by a published date in December/January in the academic year before a child is due to start school. There is no automatic right to a place in any particular school.

Derbyshire LA then compares the lists from all schools in its area. Where it is the case that a child is eligible for more than one provisional offer of a place, the parent will be offered the highest ranked of those provisional offers as determined by their stated preferences on the common application form.

Derbyshire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.

Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Derbyshire, a place will be allocated to the child at the normal area school (if places are available) or next nearest Derbyshire primary school, with places available, to their normal place of residence except where the LA has information from another LA that it intends to offer a place.

Derbyshire LA then sends all schools that it maintains the final lists of pupils to be allocated places.

In April Derbyshire LA writes to every resident parent who filled in an application form to tell them of the allocated school place.

Late applications received after the deadline will only be considered alongside other applications if there is a significant reason, (eg parent ill for some time, or family returning from abroad) and documentary evidence is provided to the satisfaction of the Authority.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the deadline.

### **Applications Received After the Deadline in April**

These will be dealt with as and when they arrive. Allocations will only be made where spare places exist.

Admission applications received after the normal admission round, or for years other than the normal year of entry, will be handled as quickly as possible if places are available. All the provisions of this scheme (excluding the timetable) apply for all such applications received.

### **Waiting Lists**

The Authority will establish a waiting list for all Derbyshire Primary Schools where the number of applications has exceeded the number of places available.

Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been offered to the parent. A vacancy arises only when the number of offers to a particular school falls below the Published Admission Number. The waiting list will be established on the offer day and be maintained until the end of September. Priority on the waiting list is determined according to the Admission Authority's priority of admission over-subscription criteria. Following the offer day, should an application be received for a school where the pupil has a higher priority for a place at the school as determined by the criteria, they will be placed above those with a lower priority.

### **Right of Appeal**

Any parent whose child is refused a school place for which they have applied has the right to an independent appeal.

## **SPECIAL EDUCATIONAL NEEDS**

As a parent, if you feel that your child is experiencing learning difficulties at his/her school, e.g. Emotional and behavioural difficulties, or low achievement in reading, spelling and maths, then you can ask the Local Authority to consider undertaking a statutory assessment for your child.

This process can also be recommended by your child's school through consultation with yourself and the Educational Psychologist.

You can obtain further advice and guidance in your child's school from the class teacher or the Special Educational Needs Co-ordinator (SENCO) or from the Special Educational Needs Section at County Hall, Matlock.

A booklet describing the Authority's approach to Special Educational Needs is also available for reference at public libraries and in each of the Authorities schools.

Resource Management: HC/RG/BL/PB