

NEWTON SOLNEY C E AIDED INFANT SCHOOL

ADMISSIONS POLICY 2023/2024

Introduction

This policy has been agreed by governors to be followed by them, with the Headteacher, when admitting children to the school.

The school serves the South Derbyshire parishes of Newton Solney and Bretby although applications are received from parents of children living outside the area.

The ethos of this Church of England Aided school is based on Christian principles and recognises each person as a child of God. All parents applying for a place here are asked to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

1 Reception aged children

All children are admitted to Newton Solney in the September of the year in which they have their fifth birthday.

Parents have a right to defer entry until the term after the child's fifth birthday, provided the place is taken up within the same academic year, and should discuss this with the Headteacher.

Places will be offered up to the Published Admission Number of 23 pupils entering Reception class.

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted.

In the event of the school being oversubscribed the following criteria will be used in order of priority:

- 1: Any children looked after by the Local Authority and children who were looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).
- 2: Children living in the normal area (as defined by the Local Authority)
- 3: Children who have brothers or sisters attending the school at the time of admission
The term brother or sister includes:
 - a half-brother and/or sister
 - a legally adopted child regarded as a brother or sister
 - a step-brother and/or sister residing in the same family unit
- 4: Other children whose parents have requested a place
Where choices have to be made between children satisfying the same criteria, those children living closest to the school (measured by the nearest available route as defined by the Local Authority) will be given preference.

The Local Authority (Derbyshire County Council) co-ordinates admissions to all Derbyshire Infant, Junior and Primary Schools essentially acting as a "clearing house." Parents are

required to submit a common application form, to be returned directly to the Local Authority, giving reasons for their preferred schools; a preference for one, two or three schools may be made and placed in order of choice.

Applications may be made:

- online by logging onto www.derbyshire.gov.uk/admissions
- by ringing Call Derbyshire on 01629 533190

Please refer to Derbyshire's Co-ordinated Admissions Scheme Intake Timetable 2021-22 available at www.derbyshire.gov.uk/admissions

Parents will receive an offer of a place at one school only. Parents wishing to appeal against a decision are advised to contact the Local Authority who will then inform the school.

"How to apply for a place at Primary School" gives further information about the Local Authority's co-ordinated admission scheme.

Children who are not offered a place will have their names entered on the authority's waiting list, in accordance with the School Admissions Code 2014. If a place becomes available it will be offered to the first pupil on the waiting list.

2 Other Admissions

Applications for places at other times will be considered.

Visits to the school

Parents are welcome to visit school by arranging an appointment with the Headteacher.

Policy agreed Oct 2021

Newton Solney Church of England
Admissions Policy 2024/2025

The Governing Body is responsible for the admission of pupils to Newton Solney Church of England Infant School and admits 23 pupils to Reception each September. This admission number has been agreed by Derbyshire County Council and the Governing Body and applies to the year 2024/25.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the main entrance and at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The LA, will allocate the available places in line with this policy.

The Governors co-operate with the LA's **Fair Access Protocol** for children who are hard to place and will admit these before others on the waiting list even if the school is full

The closing date for admission application forms to be received by the home LA is as advertised by that authority. Information on completing the 'on line' application and notification dates of admission decisions are published in the Local Authority Admissions booklet, which is also available from their website.

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

All applications **must** be made on the **home** Local Authority Common Application Form (CAF).

WaitingList/Late Applications

In the event of more applications than available places the LA will maintain a waiting list. This list will be maintained until the end of the autumn term. These and late applications will be positioned according to criteria order. If a place becomes available in the school it will be offered to the child that best meets the published admission rules at the time. Parents/carers are requested to inform the LA termly if they wish to remain on the list and to inform the LA if they want to remove their child's name from the list.

The school is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2024. However, please note the following:

- (a) Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. **Summer born children may only have admission deferred until the start of the summer term.**
- (b) Parents can request part-time attendance until the child reaches compulsory school age.
- (c) Where a parent of a 'summer-born' child (1 April – 31 August) wishes their child to start school in the autumn term following their fifth birthday, the Governors will consider the request.

If parents do not take up the offered place before the end of the academic year of entry, then they would have to re-apply for a place in Year 1

However if parents wish such a child to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the LA on a case by case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The LA will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Y1 for the September following the child's fifth birthday.

Where a parent's request has been agreed, they **must** make a new application as part of the main admissions round the following year. Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

The Governors are required to admit a pupil with an Education, Health and Care plan which names the school

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.

- (i) Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the governors) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. See notes 1,2 & 3 below
- (ii) Children living in the normal area (as defined by the Local Authority)
- (iii) Children who have siblings in the school at the time of admission. For the purpose of this policy a sibling is defined as the brother or sister, half brother or half sister, adopted brother or sister, child of the parent/carer or their partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of admission. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite or very short term or bridging foster placement
- (iv) Any other children

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available then the above criteria will apply.

Tie-breaker

If any category is **over-subscribed** the places will be determined in that category by the proximity of the child's permanent home address to the school, using the LA's computerised

mapping system¹Where two families live in the same block of flats the flat with the lower number will be given priority. Where two family's addresses are equidistant random allocation will be used.

Twins and multiple births

Where a twin or multiple birth sibling has been offered the last available place then the other twin or sibling(s) will be offered a place as exceptions to the infant class size rule.

In-year admissions

Applications can be received at any time for places in any year group outside the normal admissions round. Application forms can be obtained from the LA website or school office should be sent to the LA.

Appeals

Parents who have been refused a place for their child have a right to appeal to an independent panel Parents wishing to appeal *should obtain an appeal form from the Local Authority. This form is available on line at www.derbyshire.gov.uk/admissions Or ring 01629 533190 to request a form.* The form should be sent to reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the governors' decision not to offer a place.

Please note that a repeat application within the same academic year will not be considered unless there has been a significant change in circumstances.

Note 1: Looked after children and previously looked after children

A "Looked After Child" is a child who is:

in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Criterion 1.

Note 2: Children adopted who but appear (to the governors) to have been in state care outside England

The Local Authority's "Virtual School Head" will be asked to verify all such applications. All applications are considered individually but a successful application should include the following: Evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted

Note 3: Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under criterion 1. Adopted children must have been previously looked after by an English or Welsh local authority. Evidence needed – include a letter or document from your child's social worker, advisory teacher or other professional as evidence.

Policy agreed by Governors November 2022

Newton Solney Church of England Admissions Policy 2025/2026

The Governing Body is responsible for the admissions policy and decisions on applications for admissions of pupils to Newton Solney Church of England Infant School. All policies are reviewed and determined annually. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

The school admits 23 pupils to Reception each September. This Published Admission Number (PAN) has been agreed by Derbyshire County Council and the Governing Body and applies to the year 2025/26.

Admissions to other year groups will be based upon the prejudice to:

- a) The provision of education and
- b) The efficient use of resources.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site, and all the accommodation is on one floor; there are also ramps at the main entrance and at the entrance to the playground. All classrooms may be entered without steps. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Applying for a Place

The Local Authority (LA) operates an agreed co-ordinated admissions scheme in line with government legislation. The LA will manage the process on behalf of the school according to the scheme published each year. The LA, will allocate the available places in line with this policy.

The Governing Body co-operates with the LA's **Fair Access Protocol** for children who are hard to place and will admit these children even if the school is full.

All applications **must** be made on the LA's Common Application Form (CAF) available from the child's home LA (the authority in which the child resides).

The closing date for admission application forms to be received by the home LA is as advertised by that authority. This is usually 23:59 on 15th January 2025. Information on completing the 'on line' application and notification dates of admission decisions are published in the LA admissions booklet, which is also available from their website.

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

Parents will receive an admissions decision in writing from the LA on or about 16th April 2025, according to the procedure set out in the LA's Composite Prospectus.

Late Applications

Applications received after the deadline set by the LA will be considered after places have been allocated to those applications received on time, using the over-subscription criteria as for on time applications.

In-year Admissions

Applications can be received at any time for places in any year group outside the normal admissions round. Application forms can be obtained from the LA website or school office and should be sent to the LA.

Waiting List

In the event of more applications than available places the LA will maintain a waiting list. This list will be maintained until the end of the Autumn term. Applications will be positioned according to oversubscription criteria order. If a place becomes available in Newton Solney Church of England Infant School it will be offered to the child that best meets the published admission rules at the time.

Parents/carers are requested to inform the LA termly if they wish to remain on the list and to inform the LA if they want to remove their child's name from the list.

Deferred Entry and Part Time Attendance

The school provides for the admission of all successful applicants who have reached their 4th birthday by the beginning of September 2025. However, please note the following:

- (a) Parents offered a place may defer the date of their child's admission until later in the year, or until the child reaches compulsory school age. **Summer born children may only have admission deferred until the start of the summer term.**
- (b) Parents can request part-time attendance until the child reaches compulsory school age.
- (c) Where a parent of a **'summer-born' child (1 April – 31 August)** wishes their child to start school in the autumn term following their 5th birthday, the Governors will consider the request.

If parents do not take up the offered place before the end of the academic year of entry, then they would have to re-apply for a place in Year 1

Admission of children outside of their normal age group.

If parents wish such a child to be educated "out of year group" i.e. in the Reception Year rather than Year 1 they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the Governing body on a case-by-case basis. Each case will be judged on its individual merits but to admit out of year group would require exceptional and extenuating circumstances and professional evidence explaining why the child's needs cannot be met in the chronological year group.

All such parents should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The LA will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents may decide whether or not to accept the offer of a place for the normal age group or refuse it and make an in-year application for admission into Year 1 for the September following the child's 5th birthday.

Where a parent's request has been agreed, they **must** make a new application as part of the main admissions round the following year.

Parents do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Oversubscription Criteria

The Governors are required to admit a pupil with an Education, Health and Care plan which names Newton Solney Church of England Infant School.

The school is required to abide by the maximum limits for infant classes (Reception, Year 1, Year 2), ie 30 pupils per class teacher.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria in order of priority.

1. Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the Governing body) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. See notes 1,2 & 3 below.
2. Children living in the parish of Newton Solney and Bretby (as defined by the LA). Maps are available to view in the school office.
3. Children who have siblings in the school at the time of admission. For the purpose of this policy a sibling is defined as the brother or sister, half-brother or half-sister, adopted brother or sister, child of the parent/carer or their partner or a child looked after or previously looked after and, in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of admission. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite or very short term or bridging foster placement
4. Any other children

Tie-breaker

If any category is over-subscribed the places will be determined in that category by the proximity of the child's permanent home address to the school, using the LA's computerised mapping system. Where two families live in the same block of flats the flat with the lower number will be given priority. Where two family's addresses are equidistant random allocation will be used.

Twins and multiple births

Where a twin or multiple birth sibling has been offered the last available place then the other sibling(s) will be offered a place as this is a permitted exception to the infant class size rule.

Service personnel and crown servants

Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the CAF provided by their home LA.

False Information

1. Where the Governing Body has made an offer of a place at Newton Solney Church of England Infant School on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending Newton Solney Church of England Infant School on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, and a right of independent appeal offered if the place is refused.

Appeals

In accordance with the Admissions Appeals Code, parents who have been refused a place for their child have a right to appeal to an independent panel. Parents wishing to appeal should obtain an appeal form from the Local Authority. This form is available online at www.derbyshire.gov.uk/admissions Or ring 01629 533190 to request a form. The form should be sent to reach the Clerk to the Appeal Panel within 20 school days of the date of the letter confirming the governors' decision not to offer a place.

Please note that a repeat application within the same academic year will not be considered unless there has been a significant change in circumstances.

Note 1: Looked after children and previously looked after children

A "Looked After Child" is a child who is:

in the care of an LA, **or** being provided with accommodation by an LA in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under criterion 1. Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Criterion 1.

Note 2: Children adopted who but appear (to the governors) to have been in state care outside England

The LA's "Virtual School Head" will be asked to verify all such applications. All applications are considered individually but a successful application should include the following: Evidence that the child was previously cared for by the state outside England because he or she would not otherwise have been cared for adequately and has been subsequently adopted

Note 3: Children who were not "looked after" immediately before being adopted, or made the subject of a child arrangement order or special guardianship order, will not be prioritised under criterion 1. Adopted children must have been previously looked after by an English or Welsh local authority. Evidence needed – include a letter or document from your child's social worker, advisory teacher or other professional as evidence.