Admissions policy

2026-2027

Our school is part of ACE Derbyshire Trust. We are required to set and publish our own admissions criteria

Our admission applications are managed through the Derbyshire Co-ordinated Admissions Scheme and are in line with the Derbyshire Admission arrangements for community and voluntary controlled schools.

Individual pupils who have an Education & Health Care Plan (EHCP) which names the School will be admitted.

In deciding on admissions, the following order of priority will be adopted.

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are 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). All references to previously looked after children in the Admissions Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children living in the normal area served by the school at the time of application and admission who have siblings 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 siblings attending the school at the time of application and admission.

5. Other children whose parents have requested a place.

Tie Breaker

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

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

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. The process will be supervised by someone independent of the school.

Definitions

Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of

residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements.

The term siblings includes: (a) a half-brother and/or a half-sister (b) a legally adopted child being regarded as a brother or sister (c) a step-brother and/or step-sister residing in the same family unit, to include foster siblings.

Route Measurement

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools. For further information please follow the link to the Derbyshire published admissions arrangements web page.

Application Process

• To apply online and for full details of admissions process, to include application dates please see – Apply for a school place - Derbyshire County Council

• To find your normal area for schools, please see - Find your normal area school - Derbyshire County Council or contact the school for a copy of the normal area map.

• If for some reason you are unable to make an application online, please ring the Admissions and Transport Team on 01629 537479.

In the event of a place being unavailable, an Appeal procedure is available. Appeal forms may be obtained from the Admissions and Transport Team at Derbyshire County Council or via our website. The completed form should be returned to the Admissions and Transport Team at Derbyshire County Council who will pass them to the academy.

Appeals are heard by an Independent Appeals Panel. Appeals are heard as soon as reasonably possible after the refusal of a place, but normally within 30 school days of being lodged.

All data is processed in line with the Data Protection Act 2018.

Visits by prospective parents are always welcome. Please come and meet the headteacher and have a tour of the school.

Please contact the school via the school office all details are on our website.

Admission of Children Outside their Normal Age Group

Parents of gifted and talented children, summer-born children, or those who have experienced problems or missed part of a year, for example, due to ill health, can seek places outside their normal age group.

A determination on the exceptional circumstances will be made by the school based on the information provided by the parent.

Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

Further details can be found at; Admission of children outside their normal age group - Derbyshire County Council.

Children of UK Service Personnel

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas the admission authority must:

allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

Waiting Lists

Under the co-ordinated scheme, the LA will maintain a waiting list for Reception, Year 3, Year 7 intake until the end of the autumn term. We have to admit any student who is admitted through the appeal process. We may also have to admit any student who is the subject of a 'direction' by the LA or allocated to us according to the local Fair Access Protocol and any such students take precedence over the waiting list.

In Year Admissions

An application form may be obtained online at Apply for a school place - Derbyshire County Council.

Applications are made using the online system through the LA as referred to above. In the event of multiple applications being received, the admission criteria will be used by the LA to determine which children are offered a place.

False Information

Where the Authority has made a single offer of a place at a 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.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

Where it is established that the place was obtained on the basis of a fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

Appeals

In accordance with the Admissions Appeals Code, applicants who have been refused a place at the ACE Derbyshire school, may appeal against the decision to an independent appeals panel. Parents wishing to exercise their right should follow this link for more information; School admission appeals - Derbyshire County Council.

Please note that places in infant classes (Reception, Year 1 and Year 2) are restricted to 30 pupils under The School Admissions (Infant Class Sizes) (England) Regulations 2012 (legislation.gov.uk).

Moving and transferring schools

It is important that parents keep the Headteacher informed when they are considering changing schools, as we have a duty to inform the Authority of any child that we believe has left our school and has not provided any information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to the Children Missing from Education Officer. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about a new school so that we can send on your child's records.

Home Education

This is departmental guidance from the Department for Education. It is non-statutory, and has been produced to help parents understand their obligations and rights in relation to elective home education. This guidance is for parents, especially those educating children at home or considering doing so.

If you have any questions about elective home education please email: cs.ehe@derbyshire.gov.uk or tel: 01629 532843