

## **IMPORTANT INFORMATION**

### **IN-YEAR APPLICATION FOR A PLACE AT PRIMARY SCHOOL**

**Please read this carefully, before making your preference(s). You can apply online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or complete the paper application form (PAF5) enclosed with this guidance.**

#### **• *Who should use the in-year application?***

All parents who wish to apply for a place for their child at a Derbyshire primary school.

The in-year application should not be used to apply for school places for children with statements of special educational need. Parents should contact the SEN Section at County Hall on 01629 536539 or e-mail [sen.admin@derbyshire.gov.uk](mailto:sen.admin@derbyshire.gov.uk).

#### **• *Which schools can I apply for using the in-year application?***

You should use the in-year application to apply for places at all primary, infant and junior schools in Derbyshire. Please note the application may not be used to apply for places in independent schools. If your child is transferring from an infant school to a junior school (into year 3) you should contact the Admissions and Appeals Team on 01629 537479 or email [admissions@derbyshire.gov.uk](mailto:admissions@derbyshire.gov.uk) for advice on the appropriate application form. Applications for places in early years settings and nursery schools should be made direct to the headteacher of the relevant school or setting the parents wish their child to attend.

**This is the only application you should fill in for any Derbyshire school place.** This application form should be used to apply for places at voluntary aided (mainly Catholic) and foundation schools which were previously made direct to the school. Derbyshire County Council deals with all applications for Derbyshire primary schools.

## • **Thinking of changing your child's school?**

- **Moving schools will affect your child's education.**
- **Changing your child's school is a very important step to take; it can affect your child in many ways.**
- **Many things that worry parents and children can be sorted out without the need to move schools.**

Talking to your child and staff at your child's present school may avoid the need for your child to transfer school. These steps are aimed at making sure that a transfer is fully discussed between parents and schools. It is important that you consider whether a transfer is really the best option for your child.

If your request for a transfer of school is for any of the reasons listed below, you should **not** complete an application until you have taken the steps indicated:

<b>Possible Reasons</b>	<b>Steps You should Take</b>	
<i>Dissatisfaction</i>	<i>Discuss your dissatisfaction with the Headteacher</i>	✓
<i>Non-school attendance</i>	<i>Sit down with your child, find out why she/he is not attending the school</i>	✓
	<i>Talk to the teachers who teach your child, find out why she/he is worried about certain subjects</i>	✓
	<i>Contact the Education Welfare Officer</i>	✓
<i>Unresolved issues</i>	<i>Talk to your child's teachers to make sure they are aware of the situation</i>	✓
	<i>Make an appointment to speak to the Headteacher</i>	✓
<i>To avoid exclusion</i>	<i>Talk to your child's teacher or the Headteacher</i>	✓
	<i>Check if your child has a 'Pastoral Support Plan'</i>	✓
	<i>Ask for a review of the 'Pastoral Support Plan'</i>	✓
<i>Special Educational Needs</i>	<i>Talk to the teacher in charge of Special Needs (SENCO)</i>	✓
	<i>Talk to the Educational Psychologist</i>	✓
	<i>Contact 'Parent Partnership'</i>	✓

If you have a complaint to make about the school you should first raise it with the class teacher or Headteacher. If you are not satisfied with the Headteacher's response or the complaint is about the Headteacher you should ask for the complaint to be considered by the Governing Body.

## • **How do I find out information about schools?**

How to apply for a place at Primary School – a guide for parents gives details on schools which you may wish to consider and provides information on the admissions process. This guide is also available online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or in hard copy from Derbyshire on 08456 058 058. School brochures are available direct from primary schools. **It is strongly advised that prior to making an application for a place at any school, you contact the school to arrange a visit with the Headteacher.**

The normal area school for your child is based upon where they live on a permanent basis. You can find out your normal area school by entering your postcode into an interactive tool on our website at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or by contacting the Admissions and Appeals Team on 01629 537479 or emailing [admissions@derbyshire.gov.uk](mailto:admissions@derbyshire.gov.uk)

If you consider your child Catholic, it means that they are also resident in the area of a Catholic school. If you are unsure about your child's status regarding the Catholic school serving your area, please contact the Diocese for advice (see How to apply for a place at Primary School – a guide for parents for contact details).

The Derbyshire Parent Partnership School Admissions Choice Adviser Service offers free, confidential and impartial advice and support for parents and carers of children and young people. If you would like help from the Choice Advisers you may contact the service on 01246 273154/5 for Northern Derbyshire and 01332 641432 for Southern Derbyshire.

## • **How will my child get to school?**

Consider how your child will travel to school. It is important to read the transport section in the parents' guide.

## • **How do I apply for a primary school place?**

The law enables parents of children seeking a school place to express a preference. Parents should note that admission authorities cannot necessarily guarantee a place for any child, even where they move into the school's normal area. ***In law there is no automatic right to a place in any particular school.***

On the in-year application you are invited to name up to 3 schools at which you wish your child to be considered for a place. You should think very carefully about your choice of school(s); these should then be listed in priority order (i.e. beginning with your most preferred school). It is advisable to consider including your child's normal area school as one of your preferences though it does not have to be your first preference.

## • ***Is this all the information you need to process my application?***

Some voluntary aided and foundation schools\* may want you to fill in other paperwork in addition to an application you make to us. This is called a supplementary form. Look at the school's prospectus to see if this is the case. This is so that they can apply their own admissions criteria. For example, they might want proof of your address or proof that your child has been baptised. Supplementary forms are available from the relevant school and also from Derbyshire County Council including the website. **Any additional paperwork is not instead of our application form. You will still need to make an application to us.** Supplementary forms must be returned direct to the voluntary aided or foundation school concerned.

\* *If you are unsure if the school(s) you wish to apply for is a voluntary aided or foundation school, please refer to How to apply for a place at Primary School – a guide for parents.*

## • ***What if my circumstances change?***

If you or your child's circumstances change, e.g. a change of address, you must contact the Admissions and Appeals Team on 01629 537479 or e-mail [admissions@derbyshire.gov.uk](mailto:admissions@derbyshire.gov.uk) . Any change might affect the criteria against which applications are considered and the allocation of a school place.

## • ***How and when will the decisions be made about my application?***

Upon receipt, details of the application are sent to the school for consideration. If there are more applications than there are places available at a school, places will be allocated in accordance with the school's published admissions criteria as outlined in the How to apply for a place at Primary School – a guide for parents and/or the school brochure.

**If your child can be offered a place at more than one school, then a place will be offered at the highest priority school possible.**

All offers of school places will be confirmed by the Authority acting as a clearing house.

## • ***Can I appeal?***

If it is not possible to agree to a request for a school place, parents have the right of appeal to an Independent Appeals Panel. Information on the independent appeals process will be provided when you receive the results of your application(s).