



## CHINLEY PRIMARY SCHOOL

### ADMISSIONS POLICY – 2019/2020 ACADEMIC YEAR

---

#### INTRODUCTION

Chinley Primary School is a 3-11 co-educational day school with approximately 220 children on roll in addition there is a Nursery for 3 and 4 year olds split over morning and afternoon sessions which can cater for up to 28 children each session.

The school operates a single point system of admission into Reception class where the actual date of admission is normally in the September following a child's 4<sup>th</sup> birthday.

#### ADMISSION TO RECEPTION AND KEY STAGE 1 CLASSES

Chinley Primary School is a Foundation School. In accordance with current Department for Education (DfE) legislation, the published admission number is 30 pupils in Reception and each KS1 class.

The Governors will use the following criteria to determine which children should be given a place in the school. Priority will go to:

1. Any pupil who has an Educational Health and Care Plan (EHP) or statement of special educational needs which names our school will be admitted.
2. 'Looked after children' / Children now adopted who were in care.
3. Children living in the normal area served by the school who have siblings attending the school ("Siblings" is defined at the end of this policy document).

Details of normal area catchment can be found on the Derbyshire County Council website following the link:  
[http://www.derbyshire.gov.uk/education/schools\\_colleges/names\\_addresses/default.asp](http://www.derbyshire.gov.uk/education/schools_colleges/names_addresses/default.asp)

4. Children living in the normal area served by the school.
5. Children not living in the normal area served by the school but who have siblings attending the school at the time of their admission. ("Siblings" is defined at the end of this policy document)
6. Other children whose parents have requested a place will be ranked in order of distance from school (those living nearest given preference).

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

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.

Parents and Carers of prospective pupils are encouraged to view the school and will be welcomed at school and PTA functions. School visits can be arranged through the school office or the Headteacher who will be pleased to discuss any matters of interest with parents.



## CHINLEY PRIMARY SCHOOL

### ADMISSIONS POLICY – 2019/2020 ACADEMIC YEAR

---

In the Summer Term prior to the child's entry into the Reception Class, the children are invited into school to meet the staff and their new classmates. We also have a brief meeting with parents so that we can explain school routines and answer any questions.

#### RECEPTION CLASS ADMISSIONS

Applications for a school place will be via the LA coordinated scheme.

Parents are invited to express preferences for schools within the LA area either online (their preferred method), by phone or on a common application form which the LA provides.

The school then applies the admissions criteria to the list as provided by the LA of prospective pupils. DCC then notify parents by post on the 'offer day', normally in April, of a single offer of a primary school place.

We will follow the LA Co-ordinated Scheme for matters such as waiting lists, late applications appeal dates and in-year applications.

#### JUNIOR TRANSFERS (Y3) FROM INFANT SCHOOLS

Our published admission number in Year 3 is 33 pupils.

The Governors will use the following criteria to determine which children should be given a place in the school. Priority will go to:

1. Any pupil who has an Educational Health and Care Plan (EHP) or statement of special educational needs which names our school will be admitted.
2. 'Looked after children' / Children now adopted who were in care.
3. Children living in the normal area served by the school who have siblings attending the school ("Siblings" is defined at the end of this policy document).

Details of normal area catchment can be found on the Derbyshire County Council website following the link:  
[http://www.derbyshire.gov.uk/education/schools\\_colleges/names\\_addresses/default.asp](http://www.derbyshire.gov.uk/education/schools_colleges/names_addresses/default.asp)

4. Children living in the normal area served by the school.
5. Children not living in the normal area served by the school but who have siblings attending the school at the time of their admission. ("Siblings" is defined at the end of this policy document)
6. Other children whose parents have requested a place will be ranked in order of distance from school (those living nearest given preference).

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

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.



## CHINLEY PRIMARY SCHOOL

### ADMISSIONS POLICY – 2019/2020 ACADEMIC YEAR

---

#### ADMISSION TO SCHOOL – IN-YEAR ADMISSIONS

The Published Admission Number (PAN) of Key Stage 2 class size is 33 pupils.

For families moving into the local area and interested in joining the school it is recommended that you meet with the Headteacher where possible, he will be happy to answer any questions you may have and show you around the school prior to your application. Appointments can be made quickly through the school office on 01663 750367.

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

#### NURSERY APPLICATIONS, PROCEDURES AND DATES

The school Nursery is available to children from the term (using a 6 term timetable) following their 3<sup>rd</sup> birthday.

Applications for Nursery places should be made to the Headteacher as soon as possible before the child is eligible to start in the Nursery. Parents/guardians will be notified in the term prior to the planned starting date explaining whether or not their application has been successful.

In the event of multiple applications being received, the admission criteria as detailed previously will be used by the school to determine which children should be given a place.

Attendance of the school Nursery is not a guarantee of admission into Chinley School Reception Class; these admissions are dealt with centrally by Derbyshire County Council.

“**Siblings**” are defined as brothers and sisters by birth and half brothers and sisters, step brothers and sisters and adopted children so long as they live on a permanent basis with the sibling who already attends the school.

Reviewed by Peter Lambert

Next review: September 2018

Agreed by Full Governing Body: Minute number: FB11/10/17/11c

Date: 11.10.2017