



## Admissions Policy 2019–20

### St. Laurence C of E Primary School

Part of Derby Diocesan Academy Trust 2 (DDAT2)

Reviewed February 2018

“I was a stranger and you took me in.”

Matthew 25:35

#### Aims

- To give children and parents as much information as possible about St. Laurence CofE Primary School and the education we provide.
- To make each child's start happy and successful.
- To begin a lasting partnership with parents.

St. Laurence CofE Primary School is part of Derby Diocesan Academy Trust 2. We link with the church community through assemblies, Christian ethos, visiting speakers, and input from the Diocese towards the Christian element of our R.E. teaching. However, we pride ourselves on the inclusive nature of our school and we welcome children of all religious persuasions and indeed of none, valuing the contribution every individual makes towards broadening our understanding of the multicultural society.

#### Procedures

The admission authority provides for the admission of all children in the September following their 4th birthday. There is no legal requirement for a child to start school until the beginning of the term following their 5th birthday.

DDAT2 is the Admissions Authority for school. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of St Laurence CofE Primary School on behalf of the Academy Trust.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the child reaches compulsory school age.

Parents can request that their child takes up their place part time until the child reaches compulsory school age.

The County Council will provide information on ALL Derbyshire Infant and Primary Schools to alert parents of the need to apply for a Reception school place. The admissions booklet is available from the local authority. In addition the Council mounts a countywide publicity campaign to raise awareness of the application procedure. Further information is available at: <http://www.derbyshire.gov.uk>

Parents can apply on line at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) on the common application form or by ringing 01629 533190.

The governing body of the school will use the criteria below when considering parents' requests for admission of their children to the school. These criteria will be applied where the number of applicants to the school exceeds the number of places available (this is currently 40).

### **Statements of Special Educational Needs**

All children whose statement of special educational needs (SEN) names the school must be admitted.

### **Oversubscription Criteria**

1. Children in public care
2. Children who have a sibling attending the school at application and admission  
N.B. The term brother or sister 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.
3. Children living in the normal school area of Long Eaton
4. Children living outside the normal school area whose parents are supportive of the Christian ethos of the school
5. Children with special needs that could be best provided for at St Laurence.  
**N.B. All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school will be admitted.**
6. Other places to be allocated by proximity to the school

In the event of the governing body having to make a choice between candidates who tie on the criteria above then the precedence will be given to the children living nearest to the school. 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.

The offer day will be on 16<sup>th</sup> April or the next working day. Appellants should be allowed at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Late applications will be considered following the initial offer, in the same way as applications are dealt with for pupils who wish to enter during the school year. If a place is available, this will be offered immediately. If the cohort is full, the application will join a waiting list, held by the admissions authority. Places will then be offered as spaces become available, in line with the criteria above.

In its decision letter to parents, the Authority advises parents that they can get more information and make their appeal online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or they can contact the Admissions and Appeals Team by emailing [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk) or ringing 01629 533190.

### **Appealing against the decision of the Governing Body**

Families that have been unsuccessful at obtaining a place have a right of appeal against the Governing Body. Letters of appeal should be sent to the chair of governors c/o the school within 20 days of the date of the letter informing parents that they have not been offered a place for their child.

The school will send the letters of appeal to the Derby Diocesan Board of Education who will arrange for an independent appeal panel to hear appeals. The decision of the appeal panel is legal and binding on all parties.