





**All Saints'**  
*family, faith, flourish*

# Admissions Policy

Review: Annually  
Full Governing Body

Version	Date	Narrative	Minute No.	Review Date
1	19 March 2019	New 2021-2022 policy reviewed by DDAT	FGB.1819.190319.8	March 2020
2	11 February 2020	No change following a consultation process with stakeholders.	FGB.1920.110220.11	February 2021

Signed	Date
	11 Feb 2020
Headteacher	
	11 Feb 2020
Chair of Governors / Committee	

## All Saints' Federation Admissions Policy

This policy sets out the guidelines agreed by the governors, which should be followed by the Head teacher and governors for the admission of children to the All Saints' CE Federation of schools, comprising All Saints' CE Infant School and All Saints' CE Junior School. The two schools are separate legal entities therefore, applications must be made individually to All Saints' CE Infant school for Reception children and to All Saints' CE Junior school for year three children. The admissions criteria set out below will be applied to each school separately.

Derby Diocesan Academy Trust 2 (DDAT2) is the admission authority for the school and has delegated all matters relating to admission to the Local Governing Body of [All Saints' CE Federation](#). *The Local Authority co-ordinates admissions to acting as a 'clearing house' for all admissions, including in year admissions, and enables parents to express a preference for one, two or three schools.* Parents can apply online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions). If you do not have access to the internet you can apply by ringing Call Derbyshire on 01629 533190.

Application should be returned by the closing date for applications. Parents will be offered one place only in a Derbyshire school.

### Our Admission Criteria

Matlock All Saints' Infant school provides 60 places in Reception each year.

Matlock All Saints' Junior school provides 60 places in Year 3 each year.

When either the Infant or Junior school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan where the school is named within the document, priority for admission will be given to children who meet the admissions criteria set out below, in order:

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending our federated schools at the time of application and admission.

For the purposes of this admissions document, 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 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 brothers or sisters attending our federated schools at the time of application and admission.

For the purposes of this admissions document, 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

5. Other children whose parents have requested a place.

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

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.

### **Please note**

Admission into the Infant School **does not** guarantee a place at the Junior School.

The closing date for the receipt of applications for admissions shall be the date decided by the Local Authority. Applications received after this date will be considered after on-time applications have been resolved.

Parents will be notified of the Governing Body's decision by the Local Authority.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

### **Infant Class Size Regulations**

Infant classes of 5, 6 and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit.

Parents/carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

## **Applications for twins / multiple birth children**


Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc. even if this means exceeding the planned admission number.

## **Parish Map.**

A copy of the parish/normal catchment area map can be viewed at the school office.

## **Waiting List and oversubscription**

The school will maintain a waiting list for at least one term in the academic year of admission. As soon as school places become vacant, this will be filled from the waiting list. Children will be ranked in the same order as the published oversubscription criteria.

We do not give priority to children of staff in either or both of the following circumstances: 

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,
- and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (the requirements of para 1.39)

## **Appeals**

An independent panel will be constituted to hear Admissions Appeals. The Derby Diocesan Academy Trust will arrange appeal hearings for All Saints' federation.

Parents should lodge their appeal within 20 days with DCC, who will pass it on to DDAT to arrange a hearing within 40 school days of the deadline for lodging an appeal (School Admission Appeals Code Section 2).

## **Deferred and part-time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier.

Children may attend part-time until their child reaches compulsory school age.

Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn term

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **Visits to the School**

Any parent wishing to visit the school prior to deciding whether to apply for a place can do so by arranging an appointment with the Head teacher via the school office.