



**HIGHFIELDS**  
**SPENCER ACADEMY**

**Admissions Policy**

**2021-2022**

Please apply for a place via the Local Authority, online at [www.derbyshire.gov.uk/admissions\\_or  
call 01629 533190](http://www.derbyshire.gov.uk/admissions_or_call_01629_533190)

Highfields Spencer Academy admit children at 4+ in one single entry point in September. Children who are 4 on or before 31<sup>st</sup> August will be eligible for admission on the first day of term in September. Children whose birthday falls on or after 1<sup>st</sup> September will not be eligible for admission until the following September.

### Admission number(s)

The school has a PAN (Published Admission Number) of 30.

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Priority will next be given to children living within the normal area at the time of application and admission. A map of the school's normal area is available on the schools website. Children living on the boundary line will be considered to be living within the normal area.
4. Priority will next be given to siblings of pupils who will already be on the roll of the school at the time of the admission. For the purposes of this criterion, siblings shall include children brought up in the same household
5. Other children

### Tie-break

'If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Children from multiple births will both/all be admitted if they meet this criteria.

### Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

### Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

### Waiting lists

The Local Authority will operate a waiting list for the year of intake until 31<sup>st</sup> December of the intake year

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.