

Ironville and Codnor Park Primary School Admissions arrangements for 2021/2022



Management log

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V1	September 2019	Helena Brooks	Scheduled for 26 March 2020	Scheduled for 27 March 2019	To secure Ironville and Codnor Parks admissions arrangements for 2020/2021 since their conversion to SHINE as the admissions authority. Consultation period: 25 November 2019 until 13 January 2020 (six weeks).

Related policies

Policy	Website link
Complaints	http://www.shine-mat.com/business/
Equality	http://www.shine-mat.com/pupil-welfare/
General Data Protection Regulation (GDPR)	http://www.shine-mat.com/gdpr/

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1. Determined admission policy (2021/2022)

1.1 All references to 'academy' in this document refer to Ironville and Codnor Park Primary School. All references in this document to 'parent(s)' includes anyone with parental responsibility for a child, or who has care of a child or young person, as defined in section 5.3 below. The academy's **published admission number** for 2021/2022 is **30**. Out of Reception the Indicated Admission Number for each year group is dictated by resource and space factors and will be the number of children who started at each new academic year.

1.2 Parents wishing to visit the school before applying for a place are most welcome. Please telephone the school to make an appointment on 01773 602936.

1.3 All applications for places should be made on the Common Application Form (CAF) provided by the local authority where the applicant is a resident. Most local authorities provide the CAF online, with alternative arrangements for applicants who do not have access to the internet.

1.4 Residents living in Derbyshire, excluding Derby city, should apply on the CAF provided by Derbyshire County Council (DCC), which is available online at:
www.derbyshire.gov.uk/admissions

If you cannot access the internet, you can apply by phone on 01629 533190. The call centre is open between 8am and 8pm, Monday to Friday, and Saturdays 9.30am to 4pm. If for some reason you are unable to make an application either online or by telephone ring the Admissions and Transport Team on 01629 537479.

1.5 If your child has an Education, Health and Care Plan his or her transfer is dealt with through the statement. You should contact DCC's SEND Central Team Section on 01629 536531 or 01629 536547 email adminsUPPORT.sen@derbyshire.gov.uk.

2. Applications for places in Reception (2021/2022)

2.1 A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

2.2 The SHINE Board of trustees and its nominated local governing body (governing body) have responsibility for deciding on admissions. However, under law DCC, as the local authority, will co-ordinate all admissions in its area and will communicate all admission decisions to parents. Information about Derbyshire's co-ordinated admissions scheme is available from: www.derbyshire.gov.uk/admissions

2.3 The closing date under the co-ordinated scheme for applications to the Reception year group during 2021/2022 is midnight on 15 January 2021. Parents should take care to apply on time, even if they live within the normal, or catchment, area of the academy. Please note there is no automatic right to a place at Ironville and Codnor Park Primary School, even where the child lives in the catchment area or has a sibling who already attends. Offers of places will be emailed (if the application was made online) or posted second class on the national offer date of 16 April 2021.

2.4 Where a child has been offered a place at the academy, that child is entitled to a full-time place in the September following their fourth birthday. However, the child's parents may defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Children will have the opportunity to visit classes and meet their teacher prior to admission thus enabling a smooth and secure transition to full time education.

2.5 Parents wishing to defer admissions should still apply by 15 January 2021.

3. Late applications

3.1 Late applications received after the closing date will be considered in the initial allocation of places only if the reason for the delay is considered exceptional and appropriate evidence has been provided. If there is no exceptional reason for the delay, then late applications will be allocated only after the on-time applications have been allocated.

4. Admission of children outside their normal age group

4.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child¹ may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, i.e. to Reception rather than Year 1.

¹ The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

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4.2 Parents who wish to delay their child's entry into school beyond their normal age group are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and, at the same time, to submit a request to the via DCC who will co-ordinate admissions on behalf of the academy for admission out of the normal age group. Such requests will involve the headteacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their normal age group.

4.3 Where the academy agrees to a request for a child to be admitted to Reception outside of their normal age group, the application will be processed as part of the main admissions round (unless the request is made too late for this to be possible) and on the basis of the determined admission arrangements set out in this policy, including the application of oversubscription criteria where applicable. The academy cannot guarantee that, although a child may be offered a place in their normal year of entry, this place will be available in another year of entry.

4.4 Further information about the process will be provided to parents upon their request for admission outside of normal age group. Parents may also contact the academy for more information.

4.5 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

5 Oversubscription criteria

5.1 Each year Ironville and Codnor Park Primary School will admit eligible pupils on request up to our published admission number (see 1.1 above), which takes account of the amount of the accommodation and other resources available. Individual pupils who have an Education, Health and Care Plan that names the school will be admitted. This will reduce the number of places remaining.

5.2 If there are more applications than there are places available, applications will be prioritised according to the oversubscription criteria set out below.

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 arrangements order or special guardianship order).
2. Children living in the normal, or 'catchment', area (see note i below) served by the school at the time of application and admission who have brothers or sisters (see note ii below) attending the school at the time of application and admission.
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 the school at the time of application and admission.
5. Other children whose parents have requested a place (see note iv below).

Where, in the case of 2, 3, 4, or 5 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 (see note iii below).

5.3 Definitions

(i) Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements. The academy reserves the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information. Please note a place cannot be guaranteed for any child, even those living in a school's normal area

(ii) The term brother or sister includes:

- a half-brother and/or a half-sister
- a legally adopted child being regarded as a brother or sister
- a step-brother and/or step-sister residing in the same family unit

(iii) Straight-line measurement: DCC has a Geographic Information System (GIS) to measure the straight-line distance, calculated to within two metres. The location of the home address is the Delivery Point Address (normally the house front door), which is sourced from the PAF (Postal Address File) component of AddressBase. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary schools.

(iv) Parent. Section 576 of the Education Act 1996 defines 'parent' to include:

- natural parents, whether they are married or not; and

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- any person who, although not a natural parent, has parental responsibility for a child or young person; and
- any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

5.4 The home address used for school admission purposes is the address where the child is residing at the time of both application and admission.

5.5 Where an application includes more than one address due to shared parental responsibility, we will use the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday). Parents are required to submit full details with supporting information.

5.6 Where parents provide evidence that the child resides equally at both addresses during the school week, parents may be asked to provide a mutually agreed address to be used for the purpose of school admissions.

5.7 Where the admission authority has reasonable grounds for believing the home address is not the child's only or main residence it reserves the right to carry out investigations which may include visits to the property.

6 Accepting or withdrawing an offer of a place

6.1 For admission procedures to be fair it is important that all the information you provide is accurate. If we find that any information provided by parents is misleading or fraudulent, the academy reserves the right to withdraw any offer of a school place.²

7 Children of multiple births

7.1 Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place (or places) will also normally be offered to the other child (or children).

² The School Admissions Code does not allow an admission authority (in this case the Academy) to withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. (see 2.12) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

8 Waiting (or oversubscription) list

8.1 The academy will admit children until the published admission number (PAN) for the relevant year group is reached. In the event that the academy receives more applications for Reception places than there are places in the 2021/22 academic year, a waiting list will be maintained by DCC on behalf of the academy. Waiting lists will be set up on 16 April 2021 and maintained until 31 December 2021.

8.2 Children's names will automatically be placed on these lists where it has not been possible to offer a place and Ironville and Codnor Park Primary School is a higher preference than the school at which they have been offered a place.

8.3 A vacancy will arise only when the number of places offered falls below the PAN or, in cases where the admission authority has offered places above the PAN, when offers fall below the revised number. (This excludes places secured through the appeals process).

8.4 Priority on the waiting list is determined according to the published admission criteria (see section 5 above). This means that a child's position on the list is not fixed and can go up or down the list if vacancies arise or further applications are received. The date of application does not affect the order of names on the waiting list.

8.5 The DCC on behalf of the academy does not maintain waiting lists for in-year admissions (see section 9 below).

9 Applications outside the normal admissions round (in-year applications)

9.1 All in-year transfer requests will be co-ordinated through DCC's admissions service before admission takes place. The governing body will make their decision based on the resources available and space constraints at the time.

9.2 Before applying parents are encouraged to arrange to visit the academy, and any other school they wish to apply for, after which the parent should apply through DCC's admission service by completing a CAF as described in section 1.4 above.

9.3 Where the mid-term application is made through DCC the decision letter will either offer the place or refuse the place because the academy is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

9.4 Applications outside of the normal admissions round will be dealt with in accordance with DCC's in-year scheme. Application forms and details about how to apply are available at: www.derbyshire.gov.uk/admissions. If you cannot access the internet you can apply by phone by ringing Call Derbyshire on 01629 533190. You may also complete a paper

application form. To obtain a paper form, email admissions.transport@derbyshire.gov.uk or phone the Admissions and Transport Team on 01629 537479 and ask for an in-year application form.

9.5 For children with statements of special educational needs or an Education, Health and Care Plan parents should contact the SEND Central Team at County Hall on 01629 536531 or 01629 536547 or email sen.admin@derbyshire.gov.uk

10 Applicants' right to appeal

10.1 If an application for a place at the academy has been refused, parents have the right of appeal. Such appeals will be heard by an independent appeals panel formed in accordance with the DfE School Admission Appeals Code. Details of the appeals process will be made available to all parents whose applications are unsuccessful.

10.2 Parents who intend to appeal against the admission authority's decision to refuse admission must submit a notice of appeal to the clerk to governors at the academy's address. Appellants will be allowed at least 20 school days from the date of notification of the refusal to prepare and lodge their written appeal. Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code. Details of the timeline will be made available to parents who indicate that they intend to lodge an appeal.

11 Fair Access Protocol

11.1 All admission authorities must participate in the Fair Access Protocol. The academy participates in DCC's Fair Access Protocol and guidance can be found at www.derbyshire.gov.uk/admissions. The Fair Access Protocol ensures that children without a school place who find themselves in challenging circumstances are admitted to school as quickly as possible.

12 Normal, or catchment, area

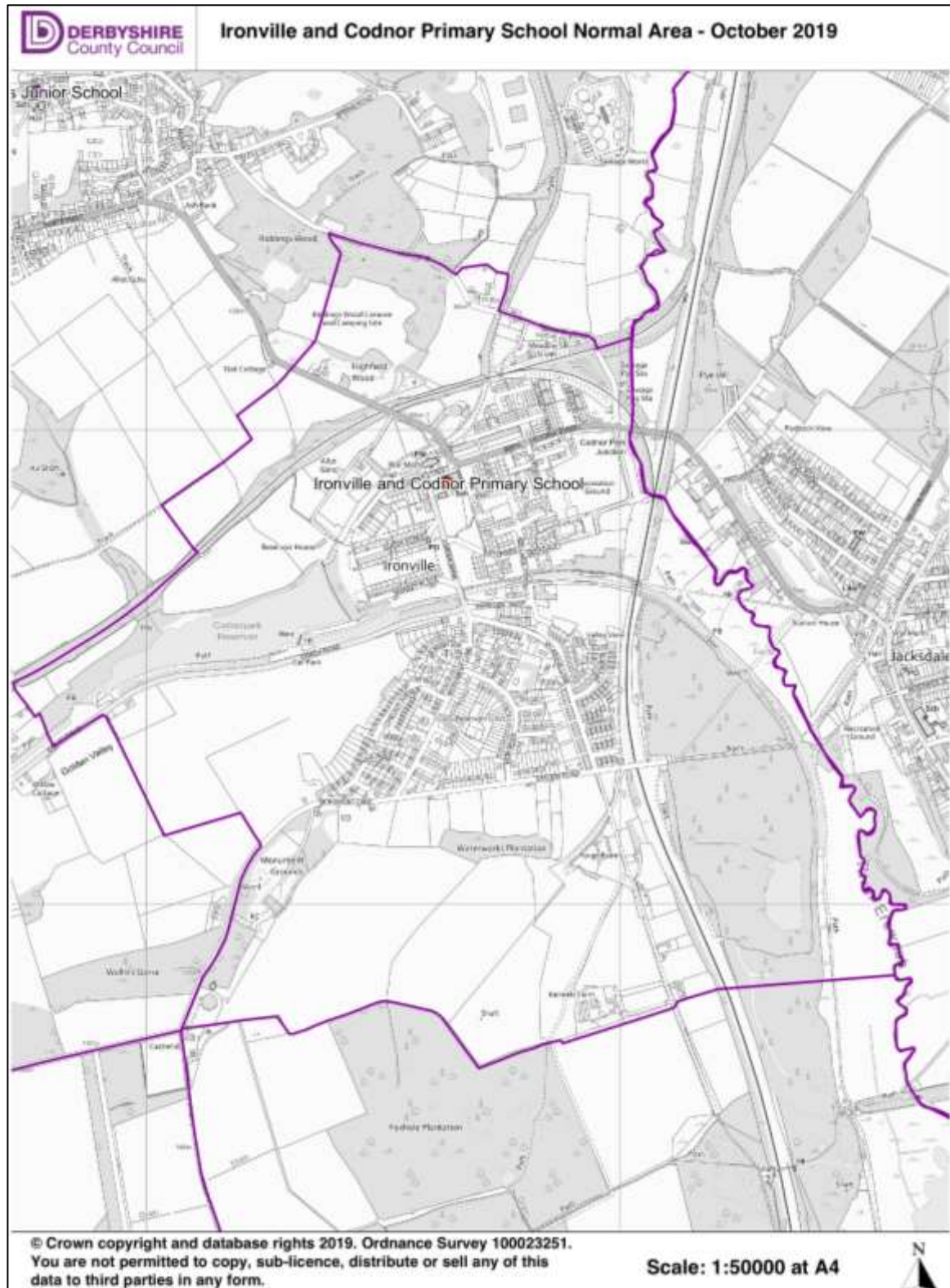
12.1 The normal, or catchment, area is a defined geographical area, which the school serves.

12.2 Parents will be advised of your normal area school when they apply to DCC online or by phone. Alternatively, parents can enter their postcode into an interactive tool on the DCC website www.derbyshire.gov.uk/admissions to find out their normal area school. You can also find out from the DCC Admissions and Transport Team by emailing

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admissions.transport@derbyshire.gov.uk or ringing the Admissions and Transport Team on 01629 537479.

12.3 Parents can also search for a school and view normal area maps through the DCC website: www.derbyshire.gov.uk/education/

12.4 Catchment map

If you require this information in an alternative format such as large print, Braille, tape or help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polysk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े प्रिंट, ब्रेल, टेप या इसे अपनी खुद की भाषा में समझने में मदद, कृपया 0115 9786351 पर शाइन टीम से संपर्क करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات میں ایک متبادل ورژن جیسے بڑے حروف میں چھپائی، بریل، ٹیپ یا اس کو اپنی زبان میں سمجھنے میں مدد کی ضرورت ہوتی ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں۔