

Admission Policies in Derby

Admission policy for community and some Academy schools

As the admissions authority, the Council gives priority to children whose parents have applied for a place, by **15 January 2024**, at the school they would like their child to attend. Where Community schools do not have enough places available for every child whose parents have applied for a place, we have to use the following order of priority for admissions.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by **15 January 2024**.

For the purposes of admissions, we class a brother or sister as having:

- one or both natural parents in common
- are related by a parent's marriage or are adopted or fostered.

Note: A brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

Tie-breaker: When choices have to be made between children satisfying the same criteria, children living nearest to the school measured

by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

We will give pupils who have an Education Health and Care Plan priority admission over all others.

The Council will keep a waiting list of children who have not been offered places at community schools. We will rank the children according to the order of priority that we use when schools first allocate places as we outline above. This ranking will change as new pupils go on to, or come off, the waiting list. Outside the normal admission round, first priority will be given within categories 2-5 to pupils who have not been on a city school roll during the academic year of application.

Applications will be dealt with using the address where the child resides at the closing date. Reassessment of any new address will then be made after provisional offers have been decided. If you do move out of your local school's catchment area after the closing date and before your child is due to start there, contact the Admissions Team to check if the school can still offer your child a place.

Admissions Policies for foundation, trust, some academies and free primary schools

Where these schools have a different over-subscription criteria to the one shown on this page, we give a summary alongside their entry below. For full details, please contact the school and ask for a copy of the school prospectus. You have a right of appeal if your child is refused a place. You should contact the school directly to appeal. They will then set a date for an Appeals Tribunal. The criteria each governing body takes into account only apply if the school is oversubscribed.