

DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR INFANT, JUNIOR,
PRIMARY AND SECONDARY SCHOOLS
2024 – 2025

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1. Introduction

- 1.1 This scheme for admission to an infant, junior, primary, and secondary schools is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.
- 1.2 The scheme is an administrative process to make admission to school easier, more transparent, and less stressful for parents, as all applications are made through one body.
- 1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary controlled, voluntary aided, trust, foundation, academies, and free schools, the neighbouring local authority of Derbyshire and any other applicable local authority.
- 1.4 Derby City Council will be the only body to transmit an offer on behalf of all other admission authorities to a Derby resident of a single place at any infant, junior, primary, or secondary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.
- 1.5 The scheme's admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust, foundation, and free schools to set and apply their own admission arrangements.
- 1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

2. Applying for a school place

- 2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, using the common application form, or by telephone to the Local Authority.
- 2.2 **Reception intake and junior transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's nursery, infant, or primary school on or around 05 November 2023.
- 2.3 **Secondary transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's primary/junior school at the beginning of Year 6.
- 2.4 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance.

2.5 Parents can state preferences for any combination of the following schools:

- Community
- Voluntary Aided
- Voluntary Controlled
- Foundation
- Academy
- Trust
- Free

2.6 Parents are invited to state three preferences for primary and junior transfer and four preferences for secondary transfer online; on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.

2.7 Parents will apply directly to their home authority.

2.8 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 15 January 2024. Parents cannot change their preferences after the closing date, unless they have changed their address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes may result in an ‘on-time’ application being re-classified as a ‘late’ application.

2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2023. Parents cannot change their preferences after the closing date, unless they have changed their address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes may result in an ‘on-time’ application being reclassified as a ‘late’ application.

3 The offer of a place

3.1 **Reception intake and junior transfer** - parents can receive an electronic version of the decision letter if when making the application they include an email address. Parents will also be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2024. Parents who applied online will also be able to view the decision online on 16 April 2024 by logging into their accounts.

3.2 **Secondary transfer** – parents can receive an electronic version of the decision letter if when making the application they include an email address. Parents will also be sent a letter by second-class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 1 March 2024. Parents who applied online will also be able to view the decision online on 1 March 2024 by logging into their accounts.

4 Applications outside of the normal admission round

- 4.1 All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at the [Online in-year application form](#).
- 4.2 Parents will be invited to state three preferences in rank order on the common application form/e-form.
- 4.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 4.4 The offer of a place at any maintained Derby City school (excluding Free Schools, UTC Derby Pride Park, and Landau Forte College) will be made by Derby City Council on behalf of the admission authority concerned.
- 4.5 Applicants will be issued with a decision letter from Derby City Council within 15 school days of their application being submitted.
- 4.6 There are some cases when a school may refuse admission even if it has places available. These are:
 - twice permanently excluded children within two years of the last exclusion
 - children with challenging behaviour making in-year admissions. Schools must refer this to the local authority to be dealt with under the Fair Access Protocol.

5 Right of Appeal

This scheme does not alter the parents' right to appeal. Any parent, whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g., when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from infant to junior school). Parents who have missed the normal deadlines for applying for admission, or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

6 Late applications

- 6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.
- 6.2 Places will be allocated where no application has been received after those who have made late applications.

- 6.3 Parents will not be allowed to change their preferences after the relevant national closing date unless they have moved address into a different catchment area or have had a house move fall through for which documentary evidence may be required.

7 Waiting lists

- 7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.
- 7.2 The waiting lists will be established on the offer day and will be maintained up to the end of the Autumn Term and ranked according to each admission authority's oversubscription criteria. Lists will then be passed to the foundation, trust, academy, and free and voluntary aided schools, which may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 956988 from the 15 June each year.
- 7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

8 Information required by voluntary aided and free schools

- 8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.
- 8.2 In addition to the common application form each voluntary aided or free school may have its supplementary information form for prospective applicants to complete. Details are provided in the school's prospectus and these forms are to be returned directly to the schools.
- 8.3 These supplementary forms are **no** application forms for admission to voluntary aided or free schools. The forms are considered an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.
- 8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:
- (a) **All applications** - obtain a copy of the supplementary information form from the school(s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack.

- (b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by 15 January 2023; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2023.
- (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by 31 October 2023; return the supplementary information form(s) to the preferred voluntary aided/free school(s) on 31 October 2023.

- 8.5 The supplementary information provided by parents will be used by the school in applying their admission criteria. This information is in addition to the standard information supplied on the Common Application Form.
- 8.6 Where the required supplementary information form is not submitted to the school in support of the Common Application Form, it may affect the consideration of the preference expressed by the governing body of that school.
- 8.7 The completion and return of the supplementary information form do not guarantee a place at the school.

9 Fraudulent or Misleading Applications.

- 9.1 All cases of potentially fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied for.
- 9.2 The minimum original documentation required to determine residency will be the end of tenancy or proof of the sale of the original property, tenancy agreement, or proof of purchase of the new property, for example, a solicitor's letter about the completion of the sale and the exchange of contracts.
- 9.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party
- 9.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence which can include ad-hoc visits to the properties in question.
- 9.5 Those found to have submitted a fraudulent or misleading application will have their offer withdrawn and be advised of the right of appeal against the decision. If a child has already started a school and it, then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

10 Changing Address

- 10.1 If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address.
- 10.2 If a child moves after the closing date but before the offers have been made, The Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day, we will update the address for waiting list purposes if we haven't been able to offer you your preferred school.
- 10.3 If a child changes to address after the National Offer Day and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

11 Fair Access Protocol

- 11.1 All schools within Derby City are partners with the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school by the Fair Access Protocol must take precedence over those on a waiting list.

12 Placement of pupils out of their chronological age group

- 12.1 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision based on the circumstances of the case and in the best interests of the child concerned.
- 12.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 12.3 All parents can request that the date of their child's admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and can also request that their child takes up a place part-time until the child reaches compulsory school age. Such requests will be considered in consultation with the school and/or the Local Authority.
- 12.4 **IMPORTANT** the year group with which a child is taught has implications for a child's social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to secondary, to post 16 and to higher education; for the timing of public examinations; and for the stage in the child's education at which he or she reaches the end of compulsory school age.

- 12.5 **Summer-born children** -The School Admissions Code requires school admission authorities to provide for the admission of all children in September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday (*A child reaches compulsory school age on the prescribed day following his/her fifth birthday or his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March, and 31 August*). For summer-born children, this could be a full school year (into Year 1) after the point at which they could first be admitted.
- 12.6 For summer-born children starting school parents can request that their child attends part-time until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. (*All children born from the beginning of April to the end of August reach compulsory school age in September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely*).
- 12.7 Parental requests for summer-born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to the school for the first time.
- 12.8 **Delayed entry into reception class for summer-born children** - where a parent considers sending their summer-born children to school in September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, **they must put this request in writing to us during the normal admissions round (05 November 2023 to 15 January 2024)**. **All requests for summer-born children to have delayed entry will be agreed upon.**
- 12.9 **Placement of children above/ below their chronological age group – Secondary - above** - consideration of exceptional circumstances for placement of pupils above their chronological age group may be applied where the pupil demonstrates exceptional intellectual interests, skills, and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group.
*At a minimum they have achieved exceptional levels in *all* areas of the National Curriculum.
- 12.10 **Below** - a child ceases to be of compulsory school age on the last Friday of June in the year they become 16. If a child is educated outside their normal age group (i.e., is in year 10 when this date is reached) the school will continue to receive funding for that child, but the child will no longer be of compulsory school age during the school year in which most children will take their GCSE examinations.
- 12.11 **Secondary Transfer** – it will be for the admissions authority of the secondary school to decide whether to admit the child out of their normal age group

- 12.12 **Next Steps** -The local authority and head teacher at the school concerned should carefully consider all determining factors of each case before making a recommendation for early/ delayed admission/ transfer. For a child with Special Educational Needs, it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.
- 12.13 For children with an Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEN or EHCP.

*Supporting documentation from professionals involved may be required

13 Further information on School Admissions

- 13.1 **School Leaving Age** the government has changed the law so that all young people are required to continue in education or training until the end of the academic year in which they will turn 18. Young people will have a choice about how they do this. It could be through full-time education in school or college, an apprenticeship, or full-time employment combined with part-time education. The school leaving age (referred to in paragraph 11.12) will remain the same.
- 13.2 Derby City Council, Children, and Young People, School Admissions Section, The Council House, Corporation Street, Derby, DE1 2FS Tel: 01332 956988 Email: Admissions@derby.gov.uk
- 13.3 Visit the website at [Derby City Council - School Admissions](#) to access further information, useful forms, and the Admissions Handbooks.
- 13.4 The School Admissions Code 2021
[School Admissions Code 2021](#)
- 13.5 The School Admission Appeals Code 2022
[School Admission Appeals Code 2022](#)
- 13.6 DfE advice on the admission of summer-born children
[Admission of summer born children: advice for local authorities and school admission authorities](#)
[Statement for local authorities, schools, and admission authorities on the admission of summer-born children to school, from Gavin Williamson, Secretary of State for Education](#)

NB: Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

Admissions Arrangements

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 appear to Derby City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.
3. 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.
4. Other children living in the catchment area.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
6. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
7. Other children whose parents have requested a place.
8. Children whose parents did not request a place by the closing date.

Tiebreaker 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 the 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.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2023/24 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/admissions

Applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

The definition of a brother or sister is having one or both natural parents in common, being related by a parent's marriage, or who are adopted or fostered. Brothers and sisters must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

Closing dates for applications: 31 October 2023 (Secondary)
15 January 2024 (Primary)

Littleover Community School - Applying for places at Sixth Form

Littleover Community School Sixth Form offers a wide range of AS and A Level courses. We aim to recruit approximately 175 students into Year 12, and we welcome applications from students who have studied their GCSEs in other schools. In a typical year, approximately 60 students will be from schools other than Littleover Community School, and all applications are considered on an equal basis.

Applications should be made via our online application form, available on the school website. Applications open after the Sixth Form Open Evening in mid-October and close at the end of the first week in December.

The minimum entry criteria for Littleover Community School Sixth Form are Maths and the English Language graded 5 or above and at least 3 other GCSEs graded 5 or above, students must also achieve a grade 6 or above in subjects that they wish to study at A Level.

Where students plan to study subjects that they have not studied at the GCSE level it is expected that they achieve grades 9-6 in subjects that have a similar skill set.

Students wishing to study Further Maths must have an 8 or 9 in GCSE Maths and students wishing to study Maths must be graded 7-9 in GCSE Maths. Students who wish to study A Level Physics, Chemistry, or Biology must have a grade of 9-6 in GCSE Maths, as well as in the relevant Science GCSE.

Students joining us from schools other than Littleover will be required to provide evidence of their GCSE grades in the form of GCSE certificates or official results notification documents from their current school. Places in the Sixth Form will only be confirmed once this evidence has been received and students who fail to declare their GCSE results accurately will be refused places or removed from the roll.

More details of courses offered, entry requirements and the application process are available from the Sixth Form section of the school website, where a PDF version of our full prospectus is also available. See the link below.
<http://www.littleover.derby.sch.uk/sixthform.php>

You can get more information on how the new GCSE grading system works at [AQA: Understanding the new GCSE and A Level structure](#)

Over Subscription Criteria

The school aims to offer a place to all students who meet the academic entrance criteria. However, should this not be possible due to the number of applications meeting the criteria exceeding capacity, priority will be given to looked-after students or students who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked-after student is a student 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).

Tiebreaker When choices have to be made between students satisfying the same criteria, students 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 priority will be given to the student 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 student.

Definition of an unplaced child

If an application is received for a child outside the normal admission round first priority will be given within categories 1 -7 to pupils who have not been on a city roll during the academic year of application, and must meet one of the following criteria:

- a) Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education.
- b) Children who have been out of education for two months or more.
- c) Children of Gypsies, Roma, Travellers, refugees, and asylum seekers.
- d) Children who are carers.
- e) Children who are homeless.
- f) Children with unsupportive family backgrounds for whom a place has not been sought and.
- g) Children with Special Educational Needs, disabilities, or medical conditions but do not have a Statement of Special Educational Need.

Note:

A child will **not** be considered unplaced if the Council has allocated a school place within the normal admissions round or can offer a school place within a reasonable distance outside of the normal admissions round.

| Published Admission Numbers (PANS) 2024-2025 | | |
|---------------------------------------------------------|-----------------------------------|---------------------------------|
| School Name | Published Admission Number | Number of Nursery Places |
| Alvaston Infant and Nursery | 90 | 26 |
| Ashgate Primary | 45 | |
| Becket Primary | 30 | 26 |
| Cavendish Close Infant | 90 | 39 |
| Dale Community Primary | 75KS1/ 81 KS2 | |
| Gayton Community Junior | 90 | |
| Littleover Community School | 295 | |
| Markeaton Primary – Enhanced Resource School | 60 | |
| Meadow Farm Community Primary | 30 | 26 |
| Mickleover Primary | 60 | |
| Oakwood Infant | 90 | 39 |
| Parkview Primary | 30 | 26 |
| Pear Tree Infant | 90 | |
| Portway Infant – proposed decrease in PAN from 90 to 60 | 60 | |
| Ravensdale Infant | 90 | 30 |
| Redwood Primary | 90 | 50 |
| Ridgeway Infant | 90 | |
| Roe Farm Primary | 60 | 52 |
| Rosehill Infant and Nursery | 50 | 39 |
| Shelton Infant | 70 | 26 |
| Silverhill Primary | 60 | |
| Wren Park Primary | 54 | |

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| Derby City Co-ordinated Admissions Scheme – Intake Timetable 2024-2025 |
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| Action | Primary | Secondary |
|-------------------------------------------------------------------------------|------------------|-------------------|
| Applications available from | 04 November 2023 | 14 September 2023 |
| Closing date for applications | 15 January 2024 | 31 October 2023 |
| Application exchange with other local authorities | 23 January 2024 | 15 November 2023 |
| Confirmation to own admission authority schools of all applications available | 15 February 2024 | 28 November 2023 |
| Own admissions authority schools confirmed ranking completed | 06 March 2024 | 16 December 2023 |
| 1 st offer exchange with other local authorities | 13 March 2024 | 06 January 2024 |
| Final offer exchange with other local authorities | 27 March 2024 | 10 February 2024 |
| Allocations complete | 04 April 2024 | 17 February 2024 |
| National Offer date | 16 April 2024 | 01 March 2024 |
| Closing date for appeals | 3 June 2024 | 17 April 2024 |
| Community and Voluntary Controlled school waiting lists maintained until | 16 June 2024 | 16 June 2024 |

Derby City Council – School Admission Appeals Timetable 2024-2025

Secondary School Appeals

| Action | Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| National Offer date for Secondary Schools | Friday 01 March 2024 |
| Closing date for Littleover Community School Appeals, Da Vinci Academy Appeals, City of Derby Academy, Noel-Baker Academy, Derby Moor Academy Appeals, Murray Park School, The Bemrose School (Secondary), and the UTC Derby Pride Park Appeals. NB: for details of appeal closing dates for all other secondary schools please contact the school directly | Monday 15 April 2024 |
| Littleover Community School Stage 1 Presentation | Monday 13 May 2024 |
| Littleover Community School Stage 2 Appeals | Monday 13 May 2024 – Friday 17 May 2024 |

Primary School Appeals

| Action | Date |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| National offer date for all Infant/Junior and Primary Schools | Tuesday 16 April 2024 |
| Closing date for all Infant, Junior, and Primary school appeals for Community or Voluntary Controlled Schools. NB: for details of appeal closure dates for Academies, Foundation Schools, or Voluntary Aided Schools please contact the school directly | Monday 3 June 2024 |
| Infant/Junior and Primary School appeal hearing dates for Community or Voluntary Controlled Schools. NB: for details of appeal dates for Academies, Foundation Schools, or Voluntary Aided Schools please contact the school directly | Monday 24 – Friday 28 June 2024 w/c 24 June 2024 w/c 1 July 2024 w/c 8 July 2024 w/c 15 July 2024 |