

**DERBY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR
PUPILS TO INFANT, JUNIOR AND PRIMARY SCHOOLS
2013 - 2014**

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1. Introduction

- 1.1 This scheme for admission to infant, junior and primary 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 same day. 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 to community and voluntary controlled schools 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 schools and academies in the city, 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 an infant, junior or primary school during the normal admissions round. 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 offer of a single place to a parent in the normal admission round will be made on 16 April 2013. If the offer day falls on a non working day, the offers will be posted the next working day by second class post. Parents who applied on line will also be able to view the offer online on 16 April 2013.
- 1.6 The scheme for infant and junior transfer admission arrangements will not affect the duty of the governing bodies of Academies, voluntary aided, trust and foundation schools to set and apply their own admission arrangements.
- 1.7 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 (see Annex 1 – Timetable)

- 2.1 All applications for the normal admissions round from Derby residents for admission to any infant, junior or primary school must be made online, or using the common application form, or by telephone to the Local Authority.
- 2.2 Parents of children attending Derby schools will receive information on how to make their application form via their child's nursery, infant or primary school on or around 09 November 2012.

- 2.3 All applications outside the normal admission round from Derby residents for admission to any infant, junior or primary school must be made on the common application form.
- 2.4 Parents who reside outside Derby should request information on how to make an application from their home authority.
- 2.5 Parents can state preferences for any combination of the following schools:
- Community
 - Voluntary Aided
 - Voluntary Controlled
 - Foundation
 - Academy
 - Trust
- 2.6 Parents will be invited to state three preferences 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 and/or return the common application form direct to their home authority.
- 2.8 In all cases applications must be received by the closing date of 15 January 2013. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order of their ranking / schools changes.

3 Procedure

- 3.1 By 18 February 2013 Derby City Council will send to other Derby admission authorities and other local authorities responsible for admission to any school stated on application details of the applicants for their schools.
- 3.2 The respective admission authorities will apply their published admission criteria to all applicants. Where a preference meets the criteria for a school the child becomes eligible for a provisional offer, subject to admission limits.
- 3.3 By 19 March 2013 Derby City Council will aim to:
- (a) have completed a list of provisional offers for community and voluntary controlled schools.
 - (b) have received from Academies, Voluntary Aided, Trust, Academy and Foundation schools a list of children who can be offered a place at their school and those not offered a place in rank order.
- 3.4 by the 30 March 2013 Derby City Council will:

- (a) make determinations on which provisional offers will be made using the following process:
 - (i) Where there is only one provisional offer that will be the offer made to the parent.

and
 - (ii) Where there are two or more provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place.
- (b) inform any other Derby admission authorities and other LAs of those provisional offers which are to be confirmed or not confirmed.

3.5 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which have spare places or insufficient places.

For under-subscribed schools all preferences will have been met irrespective of their ranking.

In order to complete the allocations to these schools a second cycle of the procedure will be undertaken. This cycle will continue until all places for which there are preferences have been allocated.

3.6 Where Derby City Council cannot make a single offer for any of the preferences expressed by a parent resident in Derby, a place will be allocated to the child at the nearest infant, junior or primary school, starting with their catchment area school, with places available, to their place of residence.

3.7 By 30 March 2013 Derby City Council will inform Derbyshire County Council and any other Local Authority of any provisional offers for parents resident in their authority.

4 The offer of a place

4.1 Parents will be sent by second class post a single offer of a place for admission to a Derby secondary school from Derby City Council on 16 April 2013 or the next working day if this falls on a weekend.

4.2 In the absence of full inter local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority co-ordination is aimed to reduce, if not eliminate the possibility of parents receiving more than one offer of a school place.

5 Applications outside of the normal admission round

- 5.1 All applications for admission to a maintained Derby infant, junior or primary school outside the normal admission round must be made on the common application form.
- 5.2 Parents will be invited to state three preferences for in rank order on the common application form.
- 5.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 5.4 The offer of a place at any Derby City school will be made by Derby City Council on behalf of the admission authority concerned.
- 5.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.

6 Right of Appeal

This process 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. Lower ranked applications will be withdrawn. 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.

**Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1998. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place.*

7 Late applications

- 7.1 Late applications submitted in the normal admission round will be considered after all other provisional offers have been determined.
- 7.2 Places will be allocated where no application has been received after those who have made late applications.
- 7.3 Parents will not be allowed to change their preferences after the closing date, unless they have a genuine reason for doing so, such as changing address.

8 Waiting lists

- 8.1 Derby City Council will establish a waiting list for each infant, junior and primary 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.

- 8.2 The waiting lists will be established on the offer day 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 Foundation, Trust. Academy and Voluntary Aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary aided schools throughout the academic year of entry.
- 8.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

9 Information required by voluntary aided schools

- 9.1 Voluntary aided 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.
- 9.2 In addition to the common application form each voluntary aided, school may have their own supporting supplementary information form for prospective applicants to complete. Details are provided in the school's own prospectus and these forms are to be returned direct to the schools.
- 9.3 These supplementary forms are **not** application forms for admission to, voluntary aided school. The forms will be labelled as 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.
- 9.4 Parents who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:
- (a) obtain a copy of the additional information form from the voluntary aided 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) complete and return the common application form to Derby City Council by the 15 January 2013;
 - (c) return the additional information form(s) to the preferred voluntary aided school(s) by 15 January 2013.
- 9.5 The supporting information provided by parents will be used by the school in applying their admission criteria. This information would be over and above the standard information supplied on the common application form.

9.6 Where the required additional information sheet 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.

9.7 **The completion and return of the additional information form does not guarantee a place at the school.**

10 Fraudulent or Misleading Applications.

10.1 All cases potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address, the residency will be calculated using the furthest point to the city boundary from the school applied for.

10.2 The minimum original documentation required to determine residency will be end of tenancy or proof of 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.

10.3 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 will **not** be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party

10.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence

10.5 Those found to have made a fraudulent or misleading application will have their offer withdrawn and application cancelled. If a child has started a school and it then transpires that the place was gained fraudulently or misleadingly, will have the place 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.

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.

**ANNEX 1: PROVISIONAL TIMETABLE FOR INFANT, JUNIOR AND PRIMARY
ADMISSIONS FOR SEPTEMBER 2013**

