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ITEM 8

Determined School Admission Arrangements for Derby City Maintained and Voluntary Controlled Schools 2025-2026

Purpose

- 1.1 The Council is the Admissions Authority for all maintained and voluntary controlled schools within Derby City, and therefore, must comply with the statutory duty to consult on any changes to its admission arrangements on behalf of those schools before they are determined and published in the year preceding admission.
- 1.2 The School Admissions Code 2021 requires that consultation on admission arrangements for the academic year 2025-2026 must last for a minimum of 6 weeks and must take place between 01 October 2023 and 31 January 2024. All admission arrangements must then be determined (set) by the statutory deadline date of 28 February 2024.
- 1.3 There have been no policy changes to the Admissions Arrangements for 2025/26, from the previous year.
- 1.4 No objections or comments relating to the proposed admission arrangements have been received during the consultation period between 16 October 2023 and 24 November 2023.
- 1.5 The proposal is for the admission arrangements for the 2025-2026 academic year set out in Appendices 1 and 2, to be considered and approved as the determined (set) admission arrangements by Council Cabinet at its meeting on 14 February 2024.

Recommendation(s)

- 2.1 To approve the proposed admission arrangements for Community and Voluntary Controlled infant, junior, primary, and secondary schools as set out in Appendix 1 and 2 as the determined (set) admission arrangements for the 2025-2026 academic year.
- 2.2 To approve the published admission numbers as set out in the attached Determined School Admissions Arrangements for 2025/26 (page 39).
- 2.3 To approve the proposed In-year co-ordinated admissions scheme, appendix 3 (page 45) and the Accelerated/delayed admission policy, appendix 4 (page 55).

Reason(s)

- 3.1 To ensure that fairness, equity, and transparency are retained, and that Derby City is fully compliant with the mandatory requirements of the School Admissions Code 2021, School Admission Appeals Code 2022, relevant legislation, and regulations.

Supporting information

- 4.1 The Department for Education (DfE) revised the School Admissions Code 2021 (the Code) which came into force on 1 September 2021. The revisions and requirements of the Code (2021) are incorporated within the proposed admission arrangements set out in Appendix 2.
- 4.2 The purpose of the School Admissions Code 2021 is to ensure that all school places for maintained schools (excluding maintained special schools) and Academies are allocated and offered in an open and fair way. Admission authorities and local authorities must also comply with the regulations and legislation set out by the Code. When drawing up admission arrangements, admission authorities must ensure that the practices and criteria used to decide the allocation of school places are fair and clear. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.
- 4.3 The table below sets out the admission authority for each type of school in England.

Type of School	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against the refusal of a place at a school?
Academies	Academy Trust	Schools Adjudicator	Academy Trust
Community Schools	Local Authority	Schools Adjudicator	Local Authority
Foundation Schools	Governing body	Schools Adjudicator	Governing body
Voluntary aided Schools	Governing body	Schools Adjudicator	Governing body
Voluntary controlled Schools	Local Authority	Schools Adjudicator	Local Authority

- 4.4 The proposed Admission Arrangements for 2025-2026 detailed in Appendices 1 and 2 were consulted between 16 October 2023 and 24 November 2023. The proposal is for the arrangements to be considered and determined at the Council Cabinet meeting on 15 February 2024.

- 4.5 Derby's proposed admission arrangements are consistent with other local authorities' admission arrangements for maintained and voluntary controlled schools and meet the legal requirements of the School Admissions Code 2021 and School Admissions Appeals Code 2022.
- 4.6 No objections or comments relating to the proposed admission arrangements have been received during the consultation period of 16 October 2023 until 24 November 2023.
- 4.7 The Councils Admissions Scheme has undergone a comprehensive review, in terms of formatting, accessibility, ensuring the use of plain English where appropriate to ensure it is understandable and robust in partnership with the Councils Legal Service, to ensure continued compliance with the School Admissions Code 2021 and School Admissions Appeal Code 2022.

There have been no changes to the Admissions Arrangements other than the formatting.

Public/stakeholder engagement

- 5.1 Derby City Council's proposed admission arrangements as set out in Appendices 1 and 2 were consulted from 16 October 2023 until 24 November 2023 with the following groups and partners: -
- Dioceses of Nottingham Education Service.
 - Church of England Diocesan Board.
 - Parents.
 - Community groups and other people within the city who may have an interest in the proposed admissions.
 - Derby's own admission authority schools (including Academies and Free Schools).
 - Derbyshire County Council.
 - Nottingham City Council.
 - Nottinghamshire County Council.
 - Leicester City Council.
 - Leicestershire County Council.
 - Staffordshire County Council.
 - National Secular Society

Other options

- 6.1 Not to undertake a consultation where there are no changes proposed for a period of up to seven years. However, all admission authorities must publish their determine admission arrangements every year, even if they have not changed from previous years. It is considered the annual consultation process provides parents, carers, and stakeholders with a regular opportunity to review and comment on the proposed admission arrangements each year.

Financial and value-for-money issues

7.1 Not applicable

Legal implications

- 8.1 As an admission authority, the Council must consult on their determined admission arrangements for a period of once within a seven-year period, where there are no changes proposed.
- 8.2 The recommendation is to comply with the statutory requirements outlined in the DfE's School Admissions Code 2021.

Climate implications

9.1



- 9.2 The Climate Change Impact Assessment Tool has been used to generate the above table. The table shows that there are no climate implications for the Council to consider.

Socio-Economic implications

- 10.1 This has been considered under the updated Equality Impact Assessment (EIA) alongside the protected characteristics from the Equality Act 2010, there are no key issues that have arisen from the outcome of the updated EIA.

Other significant implications

- 11.1 The Equality Impact Assessment (EIA) Tool has been used to ensure that the admission arrangements are fair and do not present barriers to participation or disadvantage any protection groups from participation. The outcome of the assessment was 'no major change is needed;' the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Madhuri Gembali, Legal Services	20 November 2023
Finance	Janice Hadfield, Head of Finance	15 November 2023
Service Director(s)	Gurmail Nizzer, Director of Commissioning and Delivery	
Report sponsor	Diane Whitehead, Head of School Organisation and Provision	14 November 2023
Other(s)	Ann Webster, Lead on Equality and Diversity	16 November 2023
	Ellen Wilkinson, In Year Fair Access & Exclusions Manager	31 October 2023

List of appendices:	Appendix 1 – Proposed Admissions Scheme for Primary Schools 25-26 Appendix 2 – Proposed Admissions Scheme for Secondary Schools 25-26 Appendix 3 – In-year Co-ordinated Admissions Scheme 25-26 Appendix 4 – Accelerated/Delayed Admission Policy 25-26
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Co-ordinated Admissions Scheme for Primary Schools 2025/2026

Derby City Council

February **TBC**

This is the comprehensive version of Derby City Councils coordinated admissions arrangements. A simpler plain English/user friendly version is available on the Council's website via [Apply for a reception or junior place](#).

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Team	School Admissions and Appeals
Directorate	Peoples Services
Organisation	Derby City Council
Updated	February TBC

Foreword

This document is prepared by Derby City Council in its capacity as the administrator for the coordinated admissions scheme for entry into infant or primary school or transfer from infant to junior school in September 2025.

This is generally known as the normal admissions round, which runs from applications received between 4th November – 15th January and includes late applications which are received after the closing date but before the start of the new academic year. Any applications received after this point are considered as in-year applications and will be considered by individual admission authorities.

Derby City Councils is the admissions authority for the community schools listed below and will process any in-year applications in accordance with the in-year admissions scheme, see separate policy. Derby City Council acts as the clearing centre for a number of different schools who determine their own individual admission and appeal arrangements.

The co-ordinated scheme applies to the schools below:

Infant, junior and primary

Community Schools

Alvaston Infant and Nursery School	Ashgate Primary School	Becket Primary School	Cavendish Close Infant School	Dale Community School	Gayton Junior School
Markeaton Primary School	Meadow Farm Primary School	Mickleover Primary School	Oakwood Infant School	Parkview Primary School	Pear Tree Infant School
Portway Infant School	Ravensdale Infant School	Redwood Primary School	Ridgeway Infant School	Roe Farm Primary School	Rosehill Infant and Nursery School
Shelton Infant School	Silverhill Primary School	Wren Park Primary School			

Academies

Allenton Primary School	Alvaston Junior School	Arboretum Primary School	Ashwood Spencer Primary
Ash Croft Primary School	Asterdale Primary School	The Bemrose School	Beaufort Primary School
Bishops Lonsdale Church of England Primary School	Borrow Wood Primary School	Brackensdale Spencer Primary School	Breadsall Hilltop Primary School
Brookfield Primary School	Carlyle Infant and Nursery School	Castleward Spencer Academy School	Cavendish Close Junior School
Chaddesden Park Primary	Chellaston Infant School	Chellaston Junior School	Cherry Tree Primary
Cottons Farm Primary School	Derwent Primary School	Firs Primary School	Grampian Primary School
Griffe Field Primary School	Hackwood Primary School	Hardwick Primary School	Homefields Primary School
Lakeside Primary School	Landau Forte Academy Moorhead	Lawn Primary School	Oakwood Junior School
Pear Tree Junior School	Portway Junior School	Ravensdale Junior School	Reigate Primary School
Springfield Primary School	St Albans Catholic Primary School	St Chads Church of England Primary School	St Georges Catholic Primary School
St John Fisher Catholic Primary School	St Joseph's Catholic Primary School	St Mary's Catholic Primary School	St Peter's Church of England Junior School
St Werburgh's Church of England Primary School	Walter Evans Church of England Primary School	Wyndham Spencer Primary School	Village Primary School

Foundation Schools

Shelton Junior School

Free Schools

Akaal Primary School	Zaytouna Primary School
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Voluntary Aided Schools

St James's Church of England Infant and Nursery School	St James's Church of England Junior School
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Interpretation

In this scheme –

“The LA” means Derby City Council acting in its capacity as local authority and the coordinating admissions authority.

“VA schools” means schools that are voluntary-aided schools.

“Academy” means schools that have academy status.

“Free schools” means schools that have free school status.

“Admission Authority” means, in respect of any school which is a:

Community school – the LA

VA or academy – the governing body of that school/academy.

In respect of a free school or academy – the governing body of that school/academy.

“CAF” means the Common Application Form supplied by the LA electronically or on paper.

“Admission arrangements” means the arrangements for a particular school or academy which govern the procedures and decision-making for the purposes of admitting pupils to the school(s)/academy.

“Parent” means an adult that has parental responsibility for the child in which the application refers to.

“LAC” means Looked-After child, 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).

“EHCP” means Education, Health, and Care Plan, it is a legal document which describes a child or young persons aged up to 25 special educational needs and the support they need.

Introduction

For the 2025/2026 school year, the LA will be co-ordinating the admission to infant/primary and transfer from infant to junior school arrangements with Derbyshire County Council which shares a border with Derby City.

The co-ordinated scheme for admission to infant/primary and transfer from infant to junior school is a mechanism to ensure that every parent resident in Derby who has applied for an infant/primary or junior school place for their child in these admission rounds receives a single offer of a school place on the National Offer Day of 16 April (or next working day after this date).

This scheme aims to co-ordinate the arrangements for the admission of pupils to infant/primary and junior schools in the area. The coordinated scheme is an administrative process which is intended to make admission to school easier, more transparent, and less stressful for all parents. It allows applicants to apply online or on one common application form.

Eligibility for admission to a school is determined by the respective admission authority. These are;

- i. for community schools - the Local Authority.
- ii. for academies - the governing body of the academy.
- iii. for free schools – the governing body of the school.
- iv. for schools in Derbyshire County Council's area - for academies, voluntary aided, foundation and trust schools - it is the governing body of that school/academy; for community and voluntary controlled schools - it is Derbyshire County Council.

The entry to infant/primary and transfer from infant to junior school is the process by which;

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of a qualifying scheme.
- b) an application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) an offer relating to that application is communicated to the parents on the offer day.

Children with an EHCP are not covered by this scheme; admission of these children follow a different pathway as set out in Childrens & Families Act 2014.

Applying for an infant/primary school place

There will be a standard form, known as the Common Application Form (CAF).

The CAF must be used by parents for children resident in Derby City to make up to three preferences in rank order and give reasons for their preferences, parents may also apply for schools outside of the Derby City area. Parents are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.

Parents must apply directly to their home authority in which they reside at the time of application. For separated parents and children spending time in two households please see note below: Applications for school admissions are based on the child's primary residence. Primary residence is taken to be the property where they live on a full-time basis. In the case of separated parents' primary residence is deemed to be the address where the child spends the majority of the time. In the case of dual residence please see section entitled 'Child's place of primary residence' further down in the document.

In the case where families own/rent several properties the primary residence will be treated as the property the family are living at the date of the application.

In the case of over-subscribed schools, the LA, on behalf of admissions authorities, reserves the right to request evidence of proof address and length of time lived at the address.

The LA will take all reasonable steps to ensure that every parent resident in Derby City who has a child of the appropriate school age has access to a copy of the CAF and composite prospectus (Primary Admissions Handbook publication), which includes a summary of the co-ordinated admissions scheme.

All three preferences will be treated equally by the LA.

Parents resident in Derby City are strongly encouraged to apply through the Council's website using the online admissions system.

Parents resident in Derby City are able to make a telephone application, by contacting the School Admissions Service on 01332 956988.

Alternatively, if parents' resident in Derby City wish to apply using a paper application form (CAF), they should contact the Admissions Service on 01332 956988, relay 07774 333 412, or email Admissions@Derby.gov.uk to request the CAF, the CAF should be returned to the **School Admissions Team, The Council House, Corporation Street, Derby, DE1 2FS.**

Completed CAFs, together with any additional information or documentation required by the admission authority, must be returned by the national closing date of **15 January 2025.**

Applications from parents not resident in Derby City must be made on the relevant online or paper application form available from their home local authority. Where the LA receives an application from a parent not resident in Derby City, the parent will be advised to apply directly to their home authority.

The child's primary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the CAF, i.e., 15 January 2025.

A Child's Primary Residence

A child's primary place of residency will be deemed to be the residential property in which they normally and habitually reside with the person having parental responsibility at the closing date.

1. Where parental responsibility is held by one or more parents and those parents reside in separate properties, the child's primary place of residency will be deemed to be the property at which the child normally habitually resides for the greater part of the week including weekends.
2. If the child spends an equal amount of time at separate properties, parents will be asked to nominate the address that they wish to use for the purpose of allocating a school place.
3. If no agreement can be reached by the parents, the LA reserves the right to nominate the property considered most appropriate, which will normally be deemed as the address named on the Child Benefit letter.
4. Parents are advised to seek an agreement with any other person who may apply for their child, such as another parent. We will consider applications based on
 - a) If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted.
 - b) If parents are separated and both have parental responsibility, then they must determine, who will make the application
 - c) If parents cannot agree then it is recommended that a determination is sought by a court.
 - d) In the event of an unresolved dispute between parents by the closing date, the LA will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, the LA will determine whose application is progressed, by the parent who is in receipt of Child Benefit. If no one is in receipt of Child Benefit, then the LA will consider all of the circumstances and decide which application to progress and provide reasons for doing so. This will ensure the child has an active application for a school place.
5. Informal residency agreements with family and/or friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.

Information required by Faith schools/Academies.

1. Faith schools/academies may require parents who have expressed a preference for the school on the CAF, to provide additional information which is not contained on the CAF. Additional information can be requested by the school on a supplementary form, this should only be necessary where the additional information is required for the governing body to apply their oversubscription criteria to the application.
2. A supplementary form is not a valid application form unless the parent has also completed the appropriate home local authority CAF and the school is named as a preference. Supplementary forms should be returned directly to the preferred school/academy. Schools will provide parents with the supplementary form.

3. Where a supplementary form is not submitted to the relevant school/academy in addition to the CAF, it is very likely to affect the consideration by the governing body of that academy of the preference expressed.

4. The governing body of a faith school/academy may determine whether or not to obtain a copy of the supplementary form where the parent has failed to submit one with their CAF.

5. When a faith school/academy has failed to obtain a supplementary form but there is a CAF, the application must proceed because a valid application has been made.

Procedure

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to CAFs received. Except where acting in its separate capacity as an admission authority for community schools, the LA will not be making any decision with respect to the offer or refusal of a place in response to any application form.

1. The application window opens on **4 November 2024** (or the next closest working day)

2. The LA will contact parents' resident within Derby City with application packs by **14 November 2024** at the latest.

3. The closing date for applications is **15 January 2025**.

4. By **23 January 2025** the LA will send to other local authorities' details of the applicants who have applied for schools in their area.

5. By **15 February 2025** the LA will send to the admission authority of each Derby City school details of all the applicants who have applied for a place at their school. The LA will also provide details of all applicants who have applied for their schools by use of the Schools Access Module (SAM) and any supplementary information received.

6. In considering applications for admission to Derby City schools the order of ranking as stated on the CAF will not be revealed.

7. By **6 March 2025** the LA will have received from other admission authorities in Derby City a list of children who can be offered a place and those who cannot. All applications should be ranked, not just those to whom places can be offered.

8. By **13 March 2025** the LA will compare the list of provisional offers for all Derby City schools against the list of provisional offers from other admission authorities and:

- a) determine which provisional offers will be made to Derby City residents taking into account the ranking of the preferences on the CAF.
- b) inform other local authorities and other admission authorities of those provisional offers which are to be accepted and of those which are to be withdrawn.

9. The single offer will be the highest ranked preference school named on the application/CAF form.

10. Where the single offer is the first parental choice all the other named schools on the application/CAF are withdrawn, and it is assumed the place will be accepted, unless the LA are advised otherwise.

Where the single offer is a lower ranked preference, it is still assumed the place is accepted and the child will automatically be placed on the waiting list for any higher-ranking school named on the application/CAF.

11. In order to complete allocations to oversubscribed schools, a further cycle of the process will be undertaken. This cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (7) above. The waiting list will comprise of:

- a) applicants for whom it has not been possible to make any provisional offer.
- b) applicants where any of the first choices cannot be offered, the LA will look at the schools who are undersubscribed and allocate a place taking into account, normal area school, or nearest school with places.

12. By **4 April 2025** the LA will:

- a) review all offers to ensure every child has been offered a school place and is on the waiting list where a preferred school has not been offered.
- b) notify other LA's where the offer is to be made to a resident of their area.
- c) update the list of offers for all Derby City schools.
- d) receive information from other LAs of any places which they can offer to a Derby City resident under their coordinated scheme.
- e) make determinations on which offers will be made to Derby City residents taking account of:
 - i) offers from other LA's; and
 - ii) the waiting list for places at schools.
- f) inform other admission authorities of which offers are to be confirmed for places in their schools which are to be accepted and those of which are to be withdrawn.

The single offer of a school place

The LA as the Coordinating Authority will be the body that communicates decisions to Derby City residents on 16 April 2025 (or the next working day) as follows:

- a) for community schools where the LA is the admission authority.
- b) on behalf of academies and voluntary aided schools/academies.
- c) on behalf of any school maintained by another local authority.

1. Parents will receive only a single offer of a place for admission to a school.
2. Where there is only one school for which a preference can be met, a place will be offered at that school.
3. Where there are two or more provisional offers which could be made, subject to the schools' admission criteria and availability of places, the ranking of the expressed preferences as listed on the CAF will be used to determine which of those provisional offers is the highest and will become the single offer of a place.
4. Where a single offer of a place has been made for a higher-ranking preference school outside of Derby City then that school will be the single offer made by Derby City Council and LA will not make a further offer.
5. The single offer is always made by the coordinating admissions authority in the area a parent resides.
6. The single offer of a place will be communicated by email to parents who applied online on the national offer day and will contain the following information:
 - the name of the school at which a place is offered.
 - the outcome of each of the other preferences made on the application/CAF.
 - information about the right of appeal and how to lodge an appeal, against the decision to refuse places at the other school/academy preferences made on the application/CAF.
7. On national offer day all schools within Derby City will have access to a list of those children whose parents/carers have been offered a place at the school for their child.

Accepting the place offered

Places will be automatically accepted; however, parents should notify the LA if they no longer wish to accept the place at the offered school. Places will only be withdrawn if alternative education has been secured.

Preferences not met (Alternative offers)

1. Where this LA cannot make a single offer for any of the preferences expressed by a parent resident in Derby City, a place will be allocated to the child:
 - a) at the Derby City catchment school/academy if places remain at that school or
 - b) the next nearest in distance available Derby City school/academy with places;

2. Where no preference has been made by the closing date, an allocated (alternative) place will be determined and communicated to parents on the national offer day (or as soon as possible after this date when it is not practical to communicate this on the offer date). A place will be allocated to the child using 1a and 1b above.

3. A determination of the nearest school will be made by reference to the distance measured using a computerised mapping system (GIS) by means of a straight line from a point at the school campus to a point at the child's home, both identified by the Local Land and Property Gazetteer.

Late applications/changes of preference

During the application window parents can change their preferences and will still be treated as an on-time application.

However, any applications/changes of preference received by the LA after the closing date, **15 January 2025**, but before national offer day, will be considered late.

1. All applications/changes of preference that are considered late will be considered after all other on-time provisional offers have been determined.

2. Parents should be aware, where preferences are changed after the closing date, **15 January 2025**, as a result of moving address into a different catchment area, for which documentary evidence may be required, these applications will be treated as on-time applications.

3. On or after National Offer Day:

a) where a parent has been allocated a place on the offer day and they wish for a place at a school ranked lower on the original CAF to be considered the parent will be required to notify the LA of this request. This will be considered a change of preferences.

b) where a parent has been allocated a place on the offer day and they decline that place and require a place at a school not named on the original CAF. The parent will be required to make an application for any school not named on the original CAF.

4. Applications made after the National Offer Day, 16 April 2025, and up to the start of the academic year for admission to school in the intake year (reception) by a Derby City resident must be made on a CAF and will still be coordinated within the provisions of this scheme.

5. Applications received from the start of the academic year onwards will be considered as an 'in-year' transfer and will be dealt with under the coordinated in-year admissions scheme for those schools/academies that opt to continue with the LA's co-ordinated in-year admissions scheme. For those schools/academies that opt out of the LA co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the school/academy applied for to be considered as an 'in-year' transfer.

Right of Appeal

Any parent whose child is refused a higher-ranked school place for which they have applied has the right to appeal to an independent appeal panel*.

*In the case of Junior school admissions *Except where their child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two year from the last exclusion. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).*

Waiting Lists

1. The LA will maintain in conjunction with own admission authorities, a waiting list for all city schools where the number of applications received during the entry year into infant/primary or infant to junior transfer for those schools that have exceeded the number of available places in entry year. The waiting list will operate on the offer day and will be maintained by the LA in conjunction with the relevant admission authority up to the start of the academic year after which the relevant admission authorities will operate their own waiting list in accordance with their own arrangements.

2. The waiting list for each oversubscribed school will contain:

- a) children that secured a single offer of a lower-ranked preference.
- b) children who have been refused a place and were unable to receive an alternative offer

3. Being on a waiting list should not raise undue expectations about the likelihood of being offered a place in due course. Where a waiting list is used, the school's published admission policy should make clear that these children will be ranked in the same order as the published oversubscription criteria. If late applicants have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.

4. Where school places become vacant before any admission appeals are heard, admission authorities should fill these vacancies from the relevant waiting list. Placing a child's name on a waiting list does not affect the parent's right to appeal against an unsuccessful application.

5. If parents wish for their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 956988, email Admissions@Derby.gov.uk from 15 June each year.

Applying for an Infant to Junior School transfer

The same process will be adhered to for transfer from Infant school to Junior within the LA's coordinated admissions scheme.

Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.

For parents of year 2 children that are attending an infant school who are moving to year 3 in a junior school.

1. Parents can choose up to three preference Junior schools on their application/CAF, which will be treated as a new application for a September entry or

2. Where parents choose a primary school instead of a junior school, this preference will be dealt with as an in-year transfer within the in-year coordinated scheme for entry as soon as a place becomes available. This recognises that the intake year for a primary school is reception, not year 3 as is the case with a junior school.
3. Completed CAFs, together with any additional information or documentation required by the admission authority, must be returned by the published closing date of **15 January 2025**.
4. Applications from parents not resident in Derby City must be made on the relevant application form available from their home local authority. Where the LA receives an application from a parent not resident in Derby City, the parent will be advised to apply directly to their home authority.
5. The single offer of a place will be communicated by email to parents/carers who applied online on the national offer day.
6. Applications made between national offer day and the start of the academic year for admission to school in the intake year (year 3) by a Derby City resident must be made on a CAF and will still be coordinated within the provisions of this scheme.
7. Applications received from the start of the academic year onwards will be considered under the coordinated in-year admissions scheme for those academies that opt to continue with the LA's co-ordinated in-year admissions scheme. For those academies that opt out of the LA co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the academy applied for to be considered as an 'in-year' transfer. With the exception of the above variations, the coordination of applications to junior schools is as set out in the infant/primary scheme.

Change of Address

1. If a child moves before the relevant closing date 31 January 2025 and can provide proof that they were residents at that address before the closing date, the application will be assessed from their new address.
2. If a child moves after the closing date 31 January 2025 but before the offers have been made, the Local Authority School Admissions Service will assess the application from where they lived at the closing date. Once the decisions have been made on relevant National Offer Day, the Local Authority will update the address for waiting list purposes if unable to offer you a place at your preferred school.
3. If a child changes their main residential address after the relevant 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 will be withdrawn.
4. If a child moves into Derby City and 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.

A Child's Primary Residence

A child's primary place of residency will be deemed to be the residential property in which they normally and habitually reside with the person having parental responsibility at the closing date.

1. Where parental responsibility is held by one or more parents and those parents reside in separate properties, the child's primary place of residency will be deemed to be the property at which the child normally habitually resides for the greater part of the week including weekends.
2. If the child spends an equal amount of time at separate properties, parents will be asked to nominate the address that they wish to use for the purpose of allocating a school place.
3. If no agreement can be reached by the parents, the LA reserves the right to nominate the property considered most appropriate, which will normally be deemed as the address named on the Child Benefit letter.
4. Parents are advised to seek an agreement with any other person who may apply for their child, such as another parent. We will consider applications based on
 - a) If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted.
 - b) If parents are separated and both have parental responsibility, then they must determine, who will make the application
 - c) If parents cannot agree then it is recommended that a determination is sought by a court.
 - d) In the event of an unresolved dispute between parents by the closing date, the LA will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, the LA will determine whose application is progressed, by the parent who is in receipt of Child Benefit. If no one is in receipt of Child Benefit, then the LA will consider all of the circumstances and decide which application to progress and provide reasons for doing so. This will ensure the child has an active application for a school place.
5. Informal residency agreements with family and/or friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.

False and intentionally misleading Information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place will be withdrawn where this provision is included in the respective admission arrangements of the relevant admission authority.
2. Where, a place has been obtained fraudulently and the child has started at the school, the length of time that the child has been at the school must be considered. It is considered appropriate to withdraw a place if the child has been at the school for less than one term.
3. Where the place or an offer has been withdrawn, the application will be reconsidered, and the usual statutory right of appeal made available if a place is subsequently refused.

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

TIMETABLE FOR COORDINATING ADMISSION ARRANGEMENTS 2025/2026



Note 1 – own admission authority primary schools.

Allenton Primary, Alvaston Junior, Akaal Primary, Arboretum Primary, Ashwood Spencer Primary, Ash Croft Primary, Asterdale Primary, The Bemrose School, Beaufort Primary, Bishops Lonsdale Church of England Primary, Borrow Wood Primary, Brackensdale Spencer Primary, Breadsall Hilltop Primary, Brookfield Primary, Carlyle Infant and Nursery, Castleward Spencer Academy, Cavendish Close Junior, Chaddesden Park Primary, Chellaston Infant, Chellaston Junior, Cherry Tree Primary, Cottons Farm Primary, Derwent Primary, Firs Primary, Grampian Primary, Griffie Field Primary, Hackwood Primary, Hardwick Primary, Homefields Primary, Lakeside Primary, Landau Forte Academy Moorhead, Lawn Primary, Oakwood Junior, Pear Tree Junior, Portway Junior, Ravensdale Junior, Reigate Primary, Shelton Junior School, Springfield Primary, St Albans Catholic Primary, St Chads Church of England Primary, St Georges Catholic Primary, St James's Church of England Infant and Nursery, St James' Church of England Junior, St John Fisher Catholic Primary, St Joseph's Catholic Primary, St Mary's Catholic Primary, St Peter's Church of England Junior, St Werburgh's Church of England Primary, Walter Evans Church of England Primary, Wyndham Spencer Primary, Village Primary, Zaytouna Primary School.

SCHOOL ADMISSION APPEALS TIMETABLE 2025/2026

Primary School

Thursday 17 April
2025

- National Offer Day for pupils starting reception and moving from infant school to junior school

Monday 2 June
2025

- Closing date for all Infant, Junior and Primary school appeals for community and maintained schools.
- NB: for details of appeal closing dates for all other secondary school, please contact the school directly

Monday 23 - 27 June
- Friday 18 July
2025

- Infant/Junior and Primary School appeal hearing dates for community and maintained schools.
- NB for details of appeal dates for Academies, Foundation or Voluntary Aided School please contact the school directly

Please Note: These dates are scheduled 2 years in advance and may be subject to change.

Derby City Council Maintained School Published Admission Numbers (PANs) 2025/2026

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

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

If the school is oversubscribed, after the admission of pupils with an Education Health and Care Plan (EHCP) where the school is named in the EHCP, 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 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 2025/26 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, 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 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 2024 (Secondary)
15 January 2025 (Primary)

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

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 an Education, Health, and Care Plan (EHCP)

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.

Co-ordinated Admissions Scheme for Secondary Schools

2025/2026

Derby City Council
February TBC

This is the comprehensive version of Derby City Councils coordinated admissions arrangements. A simpler plain English/user friendly version is available on the Council's website via [Apply for a secondary transfer place](#).

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Team	School Admissions and Appeals
Directorate	Peoples Services
Organisation	Derby City Council
Updated	February TBC

Foreword

This document is prepared by Derby City Council in its capacity as the administrator for the coordinated admissions scheme for transfer from year 6 to secondary school in September 2025.

This is generally known as the normal admissions round, which runs from applications received between 14th September – 31st October and includes late applications which are received after the closing date but before the start of the new academic year. Any applications received after this point are considered as in-year applications and will be considered by individual admission authorities.

Derby City Councils is the admissions authority for the community schools listed below and will process any in-year applications in accordance with the in-year admissions scheme, see separate policy.

Derby City Council acts as the clearing centre for a number of different schools who determine their own individual admission and appeal arrangements.

The co-ordinated scheme applies to the schools below:

Community Schools

Littleover Community School

Academies

Alvaston Moor Academy	Allestree Woodlands School	Chellaston Academy	City of Derby Academy
Da Vinci Academy	Derby Cathedral School	Derby Moor Spencer Academy	Landau Forte College
Lees Brook School	Murray Park School	Noel-Baker Academy	St Benedict's CV Academy
The Bemrose School	UTC Derby Pride Park		

Interpretation

In this scheme –

“the LA” means Derby City Council acting in its capacity as local authority;

“Academy” means schools that have academy status.

“Admission Authority” means, in respect of any school which is a:

Community school – the LA

VA or academy – the governing body of that school/academy.

“CAF” means the Common Application Form supplied by the LA electronically or on paper.

“Admission arrangements” means the arrangements for a particular school/academy or schools/academies which govern the procedures and decision-making for the purposes of admitting pupils to the school(s)/academy.

“Parent” means an adult that has parental responsibility for the child in which the application refers to.

“LAC” means Looked-After child, 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).

“EHCP” means Education, Health, and Care Plan, it is a legal document which describes a child or young persons aged up to 25 special educational needs and the support they need.

Introduction

For the 2025/2026 school year, the LA will be co-ordinating the admission from year 6 to secondary school arrangements with Derbyshire County Council which shares a border with Derby City.

The co-ordinated scheme for admission to secondary school is a mechanism to ensure that every parent resident in Derby who has applied for a secondary school place for their child in this admission round receives a single offer of a school place on the National Offer Day of 1 March (or next working day after this date).

This scheme aims to co-ordinate the arrangements for the admission of pupils to secondary schools in the area. The coordinated scheme is an administrative process which is intended to make admission to school easier, more transparent, and less stressful for all parents. It allows applicants to apply online or on one common application form.

Eligibility for admission to a school is determined by the respective admission authority. These are.

- v. for community schools - the Local Authority.
- vi. for academies - the governing body of the academy.
- vii. for schools in Derbyshire County Council's area - for academies, voluntary aided, foundation and trust schools - it is the governing body of that school/academy; for community and voluntary controlled schools.

The transfer from year 6 to secondary school is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of a qualifying scheme.
- b) an application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) an offer relating to that application is communicated to the parents on the offer day.

Children with an EHCP are not covered by this scheme; admission of these children follow a different pathway as set out in Childrens & Families Act 2014.

Applying for a secondary school place

There will be a standard form, known as the Common Application Form (CAF).

The CAF must be used by parents for children resident in Derby City to make up to four preferences in rank order and give reasons for their preferences, parents may also apply for schools outside of the Derby City area. Parents are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.

Parents must apply directly to their home authority in which they reside at the time of application. For separated parents and children spending time in two households please see note below: Applications for school admissions are based on the child's primary residence. Primary residence is taken to be the property where they live on a full-time basis. In the case of separated parents' primary residence is deemed to be the address where the child spends the majority of the time. In the case of dual residence please see section entitled 'Child's place of primary residence' further down in the document.

In the case where families own/rent several properties the primary residence will be treated as the property the family are living at the date of the application.

In the case of over-subscribed schools, the LA, on behalf of admissions authorities, reserves the right to request evidence of proof address and length of time lived at the address.

The LA will take all reasonable steps to ensure that every parent resident in Derby City who has a child of the appropriate school age has access to a copy of the CAF and composite prospectus (Secondary Admissions Handbook publication), which includes a summary of the co-ordinated admissions scheme.

All four preferences will be treated equally by the LA.

Parents resident in Derby City are strongly encouraged to apply through the Council's website using the online admissions system.

Parents resident in Derby City are able to make a telephone application, by contacting the School Admissions Service on 01332 956988, or relay 07774 333 412.

Alternatively, if parents resident in Derby City wish to apply using a paper application form (CAF), they should contact the Admissions Service on 01332 956988, relay 07774 333 412, or email Admissions@Derby.gov.uk to request the CAF, the CAF should be returned to the **School Admissions Team, The Council House, Corporation Street, Derby, DE1 2FS.**

Completed CAFs, together with any additional information or documentation required by the admission authority, must be returned by the national closing date of **31 October 2024.**

Applications from parents not resident in Derby City must be made on the relevant online or paper application form available from their home local authority. Where the LA receives an application from a parent not resident in Derby City, the parent will be advised to apply directly to their home authority.

The child's primary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the CAF, i.e., 31 October 2024.

Information required by Faith Schools/Academies

1. Faith schools/academies may require parents who have expressed a preference for the school on the CAF, to provide additional information which is not contained on the CAF. Additional information can be requested by the school on a supplementary form, this should only be necessary where the additional information is required for the governing body to apply their oversubscription criteria to the application.
2. A supplementary form is not regarded as a valid application form unless the parent has also completed the appropriate home local authority CAF and the school is named as a preference. Supplementary forms should be returned directly to the preferred school/academy. Schools will provide parents with the supplementary form.
3. Where a supplementary form is not submitted to the relevant school/academy in addition to the CAF, it is very likely to affect the consideration by the governing body of that academy of the preference expressed.
4. The governing body of a faith school/academy may determine whether or not to obtain a copy of the supplementary form where the parent/carers has failed to submit one with their CAF.
5. When a faith school/academy has failed to obtain a supplementary form but there is a CAF, the application must proceed because a valid application has been made.

Procedure

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to CAFs received. Except where acting in its separate capacity as an admission authority for community schools, the LA will not be making any decision with respect to the offer or refusal of a place in response to any application form.

1. The application window opens **14 September 2024** (or the next closest working day)
2. The LA will contact parents' resident in Derby City with application packs by **10 September 2024** at the latest.
2. The closing date for applications is **31 October 2024**.
3. By **15 November 2024** the LA will send to other local authorities' details of the applicants who have applied for schools in their area.
4. By **28 November 2024** the LA will send to the admission authority of each Derby City school details of all the applicants who have applied for a place at their school. The LA will also provide details of all applicants who have applied for their schools by use of the Schools Access Module (SAM) and any supplementary information received.

5. In considering applications for admission to Derby City schools the order of ranking as stated on the CAF will not be revealed.

6. In considering applications for admission to Derby City schools the order of ranking as stated on the CAF will not be revealed.

7. By **16 December 2024** the LA will have received from other admission authorities in Derby City a list of children who can be offered a place and those who cannot. All applications should be ranked, not just those to whom places can be offered.

8. By **6 January 2025** the LA will compare the list of provisional offers for all Derby City schools against the list of provisional offers from other admission authorities and:

- a) determine which provisional offers will be made to Derby City residents taking into account the ranking of the preferences on the CAF.
- b) inform other local authorities and other admission authorities of those provisional offers which are to be accepted and of those which are to be withdrawn.

9. The single offer will be the highest ranked preference school named on the application/CAF form.

10. Where the single offer is the first parental choice all the other named schools on the application/CAF are withdrawn, and it is assumed the place will be accepted, unless the LA are advised otherwise.

Where the single offer is a lower ranked preference, it is still assumed the place is accepted and the child will automatically be placed on the waiting list for any higher-ranking school named on the application/CAF.

11. In order to complete allocations to oversubscribed schools, a further cycle of the process will be undertaken. This cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (7) above. The waiting list will comprise of:

- a) applicants for whom it has not been possible to make any provisional offer.
- b) applicants where any of the first choices cannot be offered, the LA will look at the schools who are undersubscribed and allocate a place taking into account, normal area school, or nearest school with places.

12. By **17 February 2025** the LA will:

- a) review all offers to ensure every child has been offered a school place and is on the waiting list where a preferred school has not been offered.
- b) notify other LA's where the offer is to be made to a resident of their area.
- c) update the list of offers for all Derby City schools.
- d) receive information from other LA's of any places which they can offer to a Derby City resident under their coordinated scheme.
- e) make determinations on which offers will be made to Derby City residents taking account of:

- i) offers from other LA's; and
- ii) the waiting list for places at schools.

f) inform other admission authorities of which offers are to be confirmed for places in their schools which are to be accepted and those of which are to be withdrawn.

The single offer of a school place

The LA as the Coordinating Authority will be the body that communicates decisions to Derby City residents on 1 March 2025 (or the next working day) as follows:

- a) for community schools where the LA is the admission authority.
- b) on behalf of academies and voluntary aided schools/academies.
- c) on behalf of any school maintained by another local authority.

1. Parents will receive only a single offer of a place for admission to a school.
2. Where there is only one school for which a preference can be met, a place will be offered at that school.
3. Where there are two or more provisional offers which could be made, subject to the schools' admission criteria and availability of places, the ranking of the expressed preferences as listed on the CAF will be used to determine which of those provisional offers is the highest and ~~which~~ will become the single offer of a place.
4. Where a Single offer of a place has been made for a higher-ranking preference school outside of Derby City then that school will be offered as the Single offer and LA will not make a further offer.
5. The single offer is always made by the coordinating admissions authority in the area a parent resides.
6. The single offer of a place will be communicated by email to parents who applied online on the national offer day and will contain the following information:
 - the name of the school at which a place is offered.
 - the outcome of each of the other preferences made on the application/CAF.
 - information about the right of appeal and how to lodge an appeal, against the decision to refuse places at the other school/academy preferences made on the application/CAF.
7. On national offer day all schools within Derby City will have access to a list of those children whose parents/carers have been offered a place at the school for their child.

Accepting the place offered

Places will be automatically accepted; however, parents should notify the LA if they no longer wish to accept the place at the offered school. Places will only be withdrawn if alternative education has been secured.

Preferences not met (Alternative offers)

1. Where this LA cannot make a single offer for any of the preferences expressed by a parent resident in Derby City, a place will be allocated to the child:

- a) at the Derby City catchment school/academy if places remain at that school or
- b) the next nearest in distance available Derby City school/academy with places.

2. Where no preference has been made by the closing date, an allocated (alternative) place will be determined and communicated to parents on the national offer day (or as soon as possible after this date when it is not practical to communicate this on the offer date). A place will be allocated to the child using 1a and 1b above.

3. A determination of the nearest school will be made by reference to the distance measured using a computerised mapping system (GIS) by means of a straight line from a point at the school campus to a point at the child's home, both identified by the Local Land and Property Gazetteer.

5. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's primary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends. If the child lives at two separate properties for an equal length of time, the primary place of residence will be deemed to be the address named on the Child Benefit letter. Informal residence agreements with family and friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.

Late applications/changes of preference

During the application window parents can change their preferences and will still be treated as an on-time application.

However, any applications/changes of preference received by the LA after the closing date, **31 October 2024**, but before national offer day, will be considered late.

1. All applications/changes of preference that are considered late will be considered after all other on-time provisional offers have been determined.

2. Parents should be aware, where preferences are changed after closing date, **31 October 2024**, as a result of moving address into a different catchment area or have had a house move fall through, for which documentary evidence may be required, these applications will be treated as on-time applications.

3. On or after National Offer Day:

- a) where a parent has been allocated a place on the offer day and they wish for a place at a school ranked lower on the original CAF to be considered the parent will be required to notify the LA of this request. This will be considered a change of preferences.
- b) where a parent has been allocated a place on the offer day and they decline that place and require a place at a school not named on the original CAF. The parent will be required to make an application for any school not named on the original CAF.

4. Applications made after the National Offer Day, 1 March 2025, and up to the start of the academic year for admission to school in the intake year (year 7) by a Derby City resident must be made on a CAF and will still be coordinated within the provisions of this scheme.

5. Applications received from the start of the academic year onwards will be considered as an 'in-year' transfer and will be dealt with under the coordinated in-year admissions scheme for those schools/academies that opt to continue with the LA's co-ordinated in-year admissions scheme. For those schools/academies that opt out of the LA co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the school/academy applied for to be considered as an 'in-year' transfer.

Right of Appeal

Any parent whose child is refused a higher-ranked school place for which they have applied has the right to appeal to an independent appeal panel*.

**Except where their child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two year from the last exclusion. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).*

Waiting Lists

1. The LA will maintain in conjunction with own admission authorities, a waiting list for all city schools where the number of applications received during the year 6 to secondary school transfer for those schools has exceeded the number of available places in year 7. The waiting list will operate on the offer day and will be maintained by the LA in conjunction with the relevant admission authority up to the start of the academic year after which the relevant admission authorities will operate their own waiting list in accordance with their own arrangements.

2. The waiting list for each oversubscribed school will contain:

- a) children that secured a single offer of a lower-ranked preference.
- b) children who have been refused a place and were unable to receive an alternative offer

3. Being on a waiting list should not raise undue expectations about the likelihood of being offered a place in due course. Where a waiting list is used, the school's published admission policy should make clear that these children will be ranked in the same order as the published oversubscription criteria. If late applicants have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.

4. Where school places become vacant before any admission appeals are heard, admission authorities should fill these vacancies from the relevant waiting list. Placing a child's name on a waiting list does not affect the parent's right to appeal against an unsuccessful application.

5. If parents wish for their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 956988, relay 07774 333 412, email Admissions@Derby.gov.uk from 15 June each year.

Change of Address

1. If a child moves before the relevant closing date, 31 October 2024 and can provide proof that they were residents at that address before the closing date, the application will be assessed from their new address.
2. If a child moves after the closing date, 31 October 2024 but before the offers have been made, the Local Authority School Admissions Service will assess the application from where they lived at the closing date. Once the decisions have been made on relevant National Offer Day, the Local Authority will update the address for waiting list purposes if unable to offer you a place at your preferred school.
3. If a child changes their main residential address after the relevant 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 will be withdrawn.
4. If a child moves into Derby City and 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.

A Child's Primary Residence

A child's primary place of residency will be deemed to be the residential property in which they normally and habitually reside with the person having parental responsibility at the closing date.

1. Where parental responsibility is held by one or more parents and those parents reside in separate properties, the child's primary place of residency will be deemed to be the property at which the child normally habitually resides for the greater part of the week including weekends.
2. If the child spends an equal amount of time at separate properties, parents will be asked to nominate the address that they wish to use for the purpose of allocating a school place.
3. If no agreement can be reached by the parents, the LA reserves the right to nominate the property considered most appropriate, which will normally be deemed as the address named on the Child Benefit letter.
4. Parents are advised to seek an agreement with any other person who may apply for their child, such as another parent. We will consider applications based on
 - a) If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted.
 - b) If parents are separated and both have parental responsibility, then they must determine, who will make the application
 - c) If parents cannot agree then it is recommended that a determination is sought by a court.

d) In the event of an unresolved dispute between parents by the closing date, the LA will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, the LA will determine whose application is progressed, by the parent who is in receipt of Child Benefit. If no one is in receipt of Child Benefit, then the LA will consider all of the circumstances and decide which application to progress and provide reasons for doing so. This will ensure the child has an active application for a school place.

5. Informal residency agreements with family and/or friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.

False and intentionally misleading Information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place will be withdrawn where this provision is included in the respective admission arrangements of the relevant admission authority.

2. Where, a place has been obtained fraudulently and the child has started at the school, the length of time that the child has been at the school must be considered. It is considered appropriate to withdraw a place if the child has been at the school for less than one term.

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

TIMETABLE FOR COORDINATING ADMISSION ARRANGEMENTS 2025/2026



Note 1 – own admission authority secondary schools.

Alvaston Moor Academy, Allestree Woodlands School, Chellaston Academy, City of Derby Academy, Da Vinci Academy, Derby Cathedral School, Derby Moor Spencer Academy, Landau Forte College, Lees Brook School, Murray Park School, Noel-Baker Academy, St Benedict's CV Academy, The Bemrose School, UTC Derby Pride Park.

SCHOOL ADMISSION APPEALS TIMETABLE 2025/2026

Secondary School

Friday 3 March 2025	<ul style="list-style-type: none"> • National Offer Day for pupils moving from primary to secondary school
Monday 14 April 2025	<ul style="list-style-type: none"> • Closing date for appeals to schools represented by the council; • Littleover Community School • City of Derby Academy • Derby Moor Academy • The Bemrose School • NB: for details of appeal closing dates for all other secondary school, please contact the school directly <div> Da Vinci Academy Noel Baker Academy Murray Park School UTC Derby Pride Park </div>
Monday 12 May 2025	<ul style="list-style-type: none"> • Littleover Community School - Stage 1 Presentation
Monday 12 May - Friday 16 May 2025	<ul style="list-style-type: none"> • Littleover Community School - Stage 2 Appeals

Please Note: These dates are scheduled 2 years in advance and may be subject to change.

Derby City Council Maintained School Published Admission Numbers (PANs) 2025/2026

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

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

If the school is oversubscribed, after the admission of pupils with an Education Health and Care Plan (EHCP) where the school is named in the EHCP, 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 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 2025/26 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, 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 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 2024 (Secondary)
15 January 2025 (Primary)

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

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 an Education, Health, and Care Plan (EHCP)

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.

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

Littleover Community School - Applying for places at Sixth Form

Littleover Community School Sixth Form offers a wide range of AS and A Level course. The school 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.

In-Year Co-ordinated Admissions Scheme

2025/2026

Derby City Council
February **TBC**

This is the comprehensive version of Derby City Councils in-year coordinated admissions scheme. A simpler plain English/user friendly version is available on the Council's website via [Apply for a primary school transfer - Derby City Council - Derby City Council](#) or [Apply for a secondary school transfer - Derby City Council](#).

Foreword and Interpretation	
Introduction	
Pupils arriving from overseas	
Applying for an in-year school place	
Information required by Faith school/academy	
Right of appeal	
Waiting lists	
A Child's primary residence	
False Information	
In Year Fair Access	
Team	School Admissions and Appeals
Directorate	Peoples Services
Organisation	Derby City Council
Updated	February TBC

Foreword

This document is prepared by Derby City Council in its capacity as the admission authority for community schools and the delegated authority to assess and process in-year applications on behalf of own admission authorities (Academies, free schools, faith schools, foundation schools, Voluntary Aided schools).

Interpretation

In this scheme –

“the LA” means Derby City Council acting in its capacity as local authority;

“VA schools” means schools that are voluntary-aided schools.

“Academy” means schools that have academy status.

“Free schools” means schools that have free school status.

“Admission Authority” means, in respect of any school which is a:

Community school – the LA

VA or academy – the governing body of that school/academy.

In respect of a free school or academy – the governing body of that school/academy.

“CAF” means the Common Application Form supplied by the LA electronically or on paper.

“Admission arrangements” means the arrangements for a particular school or academy which govern the procedures and decision-making for the purposes of admitting pupils to the school(s)/academy.

“Parent” means an adult that has parental responsibility for the child in which the application refers to.

“LAC” means Looked-After child, 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).

“EHCP” means Education, Health, and Care Plan, it is a legal document which describes a child or young persons aged up to 25 special educational needs and the support they need.

Introduction

In-year applications are applications for a school place in any year group for infant, junior, primary, or secondary school made at any other time than when a child starts infant, junior, primary, or secondary school. A Parent may wish to apply for an in-year move if.

- i. you have moved address and wish to change your child's school.
- ii. you have just arrived in Derby.
- iii. you want your child to change schools.

Children with an EHCP are not covered by this scheme; admission of these children follow a different pathway as set out in Childrens & Families Act 2014.

Pupils arriving from overseas.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school. Overseas nationals entering the UK who wish to apply for a state-funded school, can check that they have the [right of abode](#) or the conditions of their visas otherwise permit them to access state-funded schools.

[Read more about applications for families arriving from abroad on the government website](#)

Applying for an in-year school place

There will be a standard form, known as the Common Application Form (CAF).

The CAF must be used by parents for children resident in Derby City to make up to three preferences in rank order and give reasons for their preferences.

If you wish to apply to a school not located within Derby City, you must contact the relevant Local Authority directly to ask for an application form.

Parents may make an application after the first day of term.

Please note applications received after the closing date for the normal admissions rounds, will be treated as a late application, and will be processed by in the Coordinated Admissions Authority on behalf of schools/admission authorities.

- a) closing date for entry to infant/primary, transfer from infant to junior school is 15th January
- b) closing date for transfer from year 6 to secondary school is 31st October

Any application received after the first day of term, for entry into that academic year or move within the school year is treated as an in-year application.

In-year applications are processed by the individual admissions authorities or are delegated to Derby City Council as the Coordinated Admissions authorities on behalf the school/academy.

For the academic year 2024-25 with the exception of the following schools Derby City Council process in-year applications on behalf of admission authorities/schools. For these schools the in-

year application should be made to Derby City Council directly using the form paper form or the electronic e-form available at [Online in-year application form](#).

For the schools who have not delegated to Derby City Council to act of their behalf, an in-year application for a school place must be made to them directly. These schools are:

Chellaston Infant School	Chellaston Junior School	Grampian Primary School	Zaytouna Primary School
Alvaston Moor Academy	Landau Forte College	Lees Brook School	The UTC Derby Pride Park

Alternatively, if parents' resident in Derby City wish to apply using a paper application form (CAF), they should contact the Admissions Service on 01332 956988, relay 07774 333 412, or email Admissions@Derby.gov.uk to request the CAF, the CAF should be returned to the **School Admissions Team, The Council House, Corporation Street, Derby, DE1 2FS**.

Parents are able to state up to three preferences in rank order on the CAF/e-form for applications to the LA's Admissions Service.

All parental preferences listed on the CAF/e-form, will be considered against each admission authorities oversubscription criteria.

The offer of a place at any maintained Derby City school (excluding Alvaston Moor Academy, Lees Brook School, The UTC Derby Pride Park, Landau Forte College, Grampian Primary School, Chellaston Infant School, Chellaston Junior School, and Zaytouna Primary School) will be made by Derby City Council on behalf of the admission authority concerned.

Applicants will receive a decision letter to the address named on the CAF/e-form from Derby City Council within 15 school days of their application being submitted.

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 In Year Fair Access Protocol.

Information required by Faith schools/Academies.

Faith schools/academies may require parents who have expressed a preference for the school on the CAF, to provide additional information which is not contained on the CAF. Additional information can be requested by the school on a supplementary form, this should only be necessary where the additional information is required for the governing body to apply their oversubscription criteria to the application.

A supplementary form is not a valid application form unless the parent has also completed the appropriate home local authority CAF and the school is named as a preference. Supplementary forms should be returned directly to the preferred school/academy. Schools will provide parents with the supplementary form.

Right of Appeal

Any parent whose child is refused a higher-ranked school place for which they have applied has the right to appeal to an independent appeal panel*.

**Except where their child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two year from the last exclusion. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).*

Waiting Lists

1. The LA will maintain in conjunction with own admission authorities, a waiting list for all city schools where the number of applications received during the entry year into infant/primary or infant to junior transfer for those schools that have exceeded the number of available places in entry year. The waiting list will operate on the offer day and will be maintained by the LA in conjunction with the relevant admission authority up to the start of the academic year after which the relevant admission authorities will operate their own waiting list in accordance with their own arrangements.

2. The waiting list for each oversubscribed school will contain:

- a) children that secured a single offer of a lower-ranked preference.
- b) children who have been refused a place and were unable to receive an alternative offer

3. Being on a waiting list should not raise undue expectations about the likelihood of being offered a place in due course. Where a waiting list is used, the school's published admission policy should make clear that these children will be ranked in the same order as the published oversubscription criteria. If late applicants have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.

4. Where school places become vacant before any admission appeals are heard, admission authorities should fill these vacancies from the relevant waiting list. Placing a child's name on a waiting list does not affect the parent's right to appeal against an unsuccessful application.

5. If parents wish for their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 956988, email Admissions@Derby.gov.uk from 15 June each year.

A Child's Primary Residence

A child's primary place of residency will be deemed to be the residential property in which they normally and habitually reside with the person having parental responsibility at the closing date.

1. Where parental responsibility is held by one or more parents and those parents reside in separate properties, the child's primary place of residency will be deemed to be the property at which the child normally habitually resides for the greater part of the week including weekends.
2. If the child spends an equal amount of time at separate properties, parents will be asked to nominate the address that they wish to use for the purpose of allocating a school place.
3. If no agreement can be reached by the parents, the LA reserves the right to nominate the property considered most appropriate, which will normally be deemed as the address named on the Child Benefit letter.
4. Parents are advised to seek an agreement with any other person who may apply for their child, such as another parent. We will consider applications based on
 - a) If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted.
 - b) If parents are separated and both have parental responsibility, then they must determine, who will make the application
 - c) If parents cannot agree then it is recommended that a determination is sought by a court.
 - d) In the event of an unresolved dispute between parents by the closing date, the LA will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, the LA will determine whose application is progressed, by the parent who is in receipt of Child Benefit. If no one is in receipt of Child Benefit, then the LA will consider all of the circumstances and decide which application to progress and provide reasons for doing so. This will ensure the child has an active application for a school place.
5. Informal residency agreements with family and/or friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.

False and intentionally misleading Information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place will be withdrawn where this provision is included in the respective admission arrangements of the relevant admission authority.
2. Where, a place has been obtained fraudulently and the child has started at the school, the length of time that the child has been at the school must be considered. It is considered appropriate to withdraw a place if the child has been at the school for less than one term.

3. Where the place or an offer has been withdrawn, the application will be reconsidered, and the usual statutory right of appeal made available if a place is subsequently refused.

In Year Fair Access Protocol (IYFA)

Each local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

All schools within Derby City Council administrative area are partners with the Fair Access Protocol. Children 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.

In some cases, it is appropriate for children who have been permanently excluded from a school to be placed at another school through IYFA, this will be identified at the time of exclusion and may be reviewed and amended at any time based on new information.

Derby City Councils In Year Fair Access Protocols can be viewed at the [Derby City Council website](#).

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

If the school is oversubscribed, after the admission of pupils with an Education Health and Care Plan (EHCP) where the school is named in the EHCP, 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 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 2025/26 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, 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 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 2024 (Secondary)
15 January 2025 (Primary)

Derby City Council's Maintained School ADMISSION ARRANGEMENTS 2025/2026

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 an Education, Health, and Care Plan (EHCP)

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.

Accelerated/Delayed Admissions Policy

2025/2026

Derby City Council
February TBC

This is the comprehensive version of Derby City Councils accelerated/delayed admissions policy. A simpler plain English/user friendly version is available on the Council's website via [Starting school later - Derby City Council](#)

Background and Interpretation	
Procedures	
Delayed start into Year 1	
Transfer from Infant to Junior School	
Summer Born Procedure	
Year 6 to secondary school Procedure	
Children with an Education, Health, and Care Plan (EHCP)	
Team	School Admissions and Appeals
Directorate	Peoples Services
Organisation	Derby City Council
Updated	February 24

Background

Parents are advised that children should be educated with their chronological year group as a general rule. Children are entitled to be educated within their cohort and should be given access to a broad and relevant curriculum, including the National Curriculum, appropriate to their individual needs.

It is very unusual for a child to be educated in a year group above their chronological age. Experience suggests that being educated a year group above, is only in the best interests of a child in rare and very exceptional circumstances.

Schools have a responsibility for educating the whole child and emotional, social, physical and intellectual development all need to be considered. In almost all cases, a broader, richer, and deeper curriculum in the age-appropriate grouping is more supportive of a child's all-round development.

For children whose attainment is particularly high, a differentiated curriculum may include joining a group of a different age for individual subjects or using knowledge, skills and understanding from the next Key Stage.

Delayed start requests usually arise from concerns about a child's emotional, social, physical and intellectual development, which are shared by the parents, the school or other relevant professionals. 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.

Parents may also request that their child takes up a place part-time until the child reaches compulsory school age.

Such requests are likely to be picked up and considered with the school and/or LA alongside other relevant parties at an early stage and an appropriate course of action can be agreed.

Examples of exceptional situations in which a delayed start could be considered an appropriate intervention include.

- Children who have missed a lot of school through a lengthy illness or a medical condition
- Children with the most complex special educational needs
- Children who arrived in the UK who have received little or no educational experience and need time to adjust to school life here
- Children born prematurely

Parents do have the right to request that their child is admitted to a particular age group however there is no legal entitlement; each case would be considered individually on the circumstances.

If either an accelerated or a delayed start is likely to be requested, it is most important that as much notice as possible should be given to the Councils School Admissions Team to allow time for an assessment to be made. This will then allow for proper and measured consideration of how best to meet a particular child's needs. Applications should be made in the autumn term and will not normally be considered after the end of the spring term.

All requests are dealt with individually, based on the advice and information received from the child's present/previous Head Teacher, Educational Psychologist, Special Educational Needs Casework Officer, and other relevant professionals as appropriate.

Before parents consider making a request for a delayed/summer born admission, we would advise parents to read the DfE Summer Born – Advice for parents' guidance.

[Summer born children starting school: advice for parents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/summer-born-children-starting-school)

Interpretation

In this scheme –

“The LA” means Derby City Council acting in its capacity as local authority.

“Admission Authority” means, in respect of any school which is a:

Community school – the LA

VA or academy – the governing body of that school/academy.

In respect of a free school or academy – the governing body of that school/academy.

“CAF” means the Common Application Form supplied by the LA electronically or on paper.

“Parent” means an adult that has parental responsibility for the child in which the application refers to.

“Key Stage” means the fixed stages into which the national curriculum is divided according to year group.

“LAC” means Looked-After child, 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).

“EHCP” means Education, Health, and Care Plan, it is a legal document which describes a child or young persons aged up to 25 special educational needs and the support they need.

Procedures

1. For primary school admissions, it is expected that parents will make an application for a school place in their child's normal age group at the usual time (by 15 January). It is assumed that parents wish their child to start the September after their 4th birthday.

However, should parents wish to delay entry into reception for the following September, they must submit a separate request for admission outside of the normal age group at this time, stating on the CAF.

2. The relevant admission authority will be required to decide on whether to accept an application in the requested year group. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group.

3. If the request is agreed upon by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for Reception as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements.

4. If the request to be admitted out of the age group is refused, the parent must decide whether to continue with the application and potentially receive an offer for the chronological year group, or have the application withdrawn.

Delayed start into Year 1

If the LA receive an application during the normal admissions round for delayed start into year 1 (missing reception), the application will be dealt with separately, under the in-year admissions process. The application will not be processed, and parents will be advised to apply the following year.

Transfer from Infant to Junior

For children due to transfer from infant to Junior school.

1. Parents are required to make an application for their child's normal age group at the usual time (by 15 January) but should also submit a request for admission out of the normal age group at the same time.

2. The relevant admission authority will be required to decide on whether to accept an application in the requested year group. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group.

3. If the request is agreed upon by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for Year 7 as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements.

4. If the request to be admitted out of age group is refused, the parent must decide whether to continue with the application and potentially receive an offer for the chronological year group, or have the application withdrawn.

Derby City Council advises that:

- Admission authorities must still consider requests that are made outside of the timescales set out in the process.
- The Councils School Admissions Team will ensure parents receive the response to their request before the relevant national offer day.
- If the placement of a child outside their chronological year group would lead to a breach of infant class size regulations, prior approval must be given by the Councils School Admissions Team.
- Any decisions made to place children outside their chronological year group should be well documented.
- Parents need to be aware that the decision made by one admission authority or local authority may not be honoured by another admission authority or local authority on admission out of the chronological age group. Therefore, any future changes in school may result in their child being placed back into their chronological age group.

If a delayed entry for Summer-Born children into reception is to be made, the following procedure should be followed:

1. This request will only apply to summer-born children, children born between 1 April and 31 August.
2. Parents must make an initial enquiry to their preferred school and the Councils School Admissions Team.
3. Parents must complete and return the Deferral Form provided by the School Admissions Team, Derby City Council. Such requests will need to be made in full and can be from the parent of a child and/or the Head Teacher of the child's present school.
4. It is important to note that own admission authority schools, such as academies, may refuse to accept a child outside the normal chronological cohort at a later date.
5. On receipt of the completed Deferral form,
 - A) the Admissions Officer will withdraw the current application.
 - B) email parent outlining the timescales for when to reapply for the following reception intake.
6. Admissions Officers will check the age of the child. In the case of a request for accelerated transfer, a child cannot be admitted to a secondary school until the age of 10 years and 6 months has been reached on the date of admission (Education Act 1996, Chapter 1). Pupils will not be

admitted into Reception any earlier than the start of the academic year in which they reach their 5th birthday.

7. Parents reapply during the application window for the following academic year.

8. Admissions Officers will check through the application.

A) the officer will inform any own admission authorities of the application and request any concerns or objections.

B) the officer will inform any maintained schools of the application and request any concerns or objections to be.

9. A letter confirming the decision on the request will be sent to the parents and all parties consulted will be notified of the outcome. In the case of an accelerated transfer being approved, the Governing Body of the receiving school will also be informed.

10. Parents will receive a decision on the corresponding national offer day, for which they applied.

Parents do not have a right to appeal to an independent appeal if their request for delayed or accelerated admission is denied.

Delayed entry child transfers from junior/primary into secondary school, the following procedure should be followed:

1. The Admissions team will send a letter and supporting information to all parents where their child is attending a junior/primary school within the administrative area, and who has been educated outside of their chronological cohort (i.e., year 6 child being educated in year 5).
2. Parents **must** obtain permission from the school/s that they wish to apply for to defer the child's entry to the following year, except for Littleover Community School, the Councils School Admissions Team will consider the request in consultation with the school's Head Teacher/Senior Leadership Team.
3. On receipt of the written permission from the school, parents must forward it to the School Admissions Team, Derby City Council.
4. Admissions Officer will ensure the agreement for deferred entry is recorded appropriately.
5. On receipt of the completed Deferral form,
 - A) the Admissions Officer will withdraw the current application.
 - B) email the parent outlining the timescales for when to reapply for the following secondary transfer.
6. Parents reapply during the application window for the following academic year.
7. Admissions Officers will check through the application.
 - A) the officer will inform any own admission authorities of the application and request any concerns or objections.
 - B) the officer will inform any maintained schools of the application and request any concerns or objections to be.
8. A letter confirming the decision on the request will be sent to the parents and all parties consulted will be notified of the outcome. In the case of an accelerated transfer being approved, the Governing Body of the receiving school will also be informed.
9. Parents will receive a decision on the corresponding national offer day, for which they applied.
10. Parents need to be aware that the secondary schools may not allow a child to enter year 7 and expect them to join chronological age group (year 8).

Children with an Education, Health, and Care Plan (EHCP)

Admissions for children with an EHCP, sit outside the normal admission arrangements and this procedure does not apply. Any discussions as to whether a child with an EHCP should be placed outside of their chronological age group should form part of the initial process and the Annual Review.